NCVER

Australian Government
Department of Industry

AVETMISS
Validation Software

User guide

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National Centre for Vocational Education Research

The AVETMISS Validation Software is managed by National Centre for Vocational Education Research (NCVER) on behalf of the Australian Government and state and territory governments, with funding provided through the Department of Industry).

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Section 1 - Introduction

What is AVS?

The AVETMISS Validation Software (referred to as AVS within this user guide) is a web based data file validation and submission system designed for training organisations providing data to the National VET Provider, National VET in Schools and National Apprentice and Trainee collections either via their State/territory Training Authority (STA) or directly to NCVER.

AVS requires user registration and is accessed via a standard web browser using a unique user login and password.

The functionality of AVS is determined by individual user roles. Organisations who submit data to their STA can self register directly via the AVS system. Organisations who submit data files directly to NCVER need to register with NCVER to obtain a unique user login and password.

After your training organisation has registered for AVS and data has been extracted from your student management system, users import data files into AVS for validation on NCVER's server.

If a data file contains errors, several levels of detail are available as to why the data are not AVETMISS compliant. Once identified, errors within the data files must be corrected *within the organisation's own student management system*, a new set of data files created and then validated once more through AVS.

Once data files have been successfully validated and are error free, AVS provides access to a number of reports for your own information.

If your organisation is registered to submit data directly to NCVER, submissions are also completed via AVS. If not, AVS will export the validated data files to a folder on your PC ready to be sent to the relevant STA(s).

First time users

If you are using the AVETMISS validation software (AVS) for the first time, we recommend reading the Getting started checklist, available from the Help section of the AVS website http://avs.ncver.edu.au/avs/ before reading this user guide.

System requirements

The minimum client computer specifications are as follows:

	Minimum	Recommended
Operating system	• Windows Vista/XP/2000/Win 7 • MAC OSX 10.7	• Windows 7 • MAC OSX 10.8 or later
Memory	• 512MB RAM	• 4GB RAM
Disk	• 100MB of free disk space	• 500MB of free disk space
Processor		• 4-core processor
Browser	• Firefox • Google Chrome • Internet Explorer – latest version	• Latest version of Firefox • Latest version of Chrome
Internet Connection	• ADSL 2	• 100Mbs or faster

Related documentation

NCVER has produced additional documentation to support you in using AVS, available from the AVS home page:

Getting started checklist - provides information on what you will need in order to use AVS successfully

AVS Registration Quick Guide- details how to register for AVS

AVS Quick Guide – guides users through the basic functionality of AVS

Comparison PC to web - outlines the key differences between the PC based validation software and web based AVS.

AVS User role description – provides overview of the various user roles within AVS and their associated functionality.

Section 2 – Registration

If you are required to submit data to a state training authority under contractual obligations, your STA will confirm if you are required to validate your AVETMISS data via AVS or submit data via a different process.

If you are required to use AVS, the first step to getting started is deciding which type of registration is best for your organisation.

There are two types of registrations to consider:

- **Self-registration** - for organisations that provide publicly funded data to their state training authority (STA)
- **NCVER registration** -for organisations that validate data for multiple training organisations, or organisations that submit their fee-for-service data directly to NCVER.

Self-registration

The majority of AVS users will be **Self registered.** Self registered users have a single role type – that of a **Data validator**. This person accesses, processes, validates and cleanses the data prior to submission to their STA.

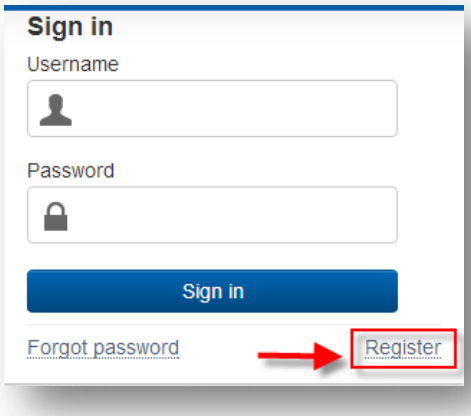
Self Registered users are able to:

- add data files
- validate data files
- export data files
- change their own account settings
- access reports

Note: The direct submission of data files to NCVER is *not* possible for this registration type and the submit function is not be available. Please check with your STA as to their requirements.

How to self-register

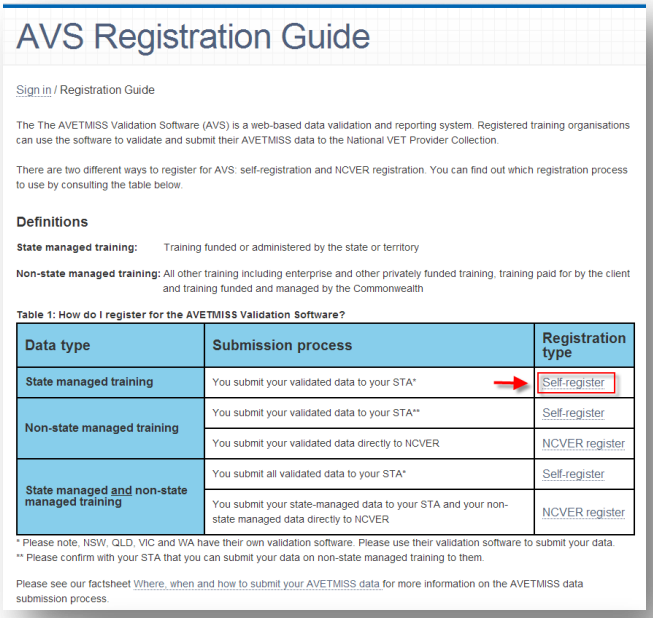
- Open your web browser
- Type http://avs.ncver.edu.au/ in the address bar of your web browser and press Enter. The Sign In window will be displayed on the right side of the page
- Click on the Register link. The **AVS registration** guide will then be displayed

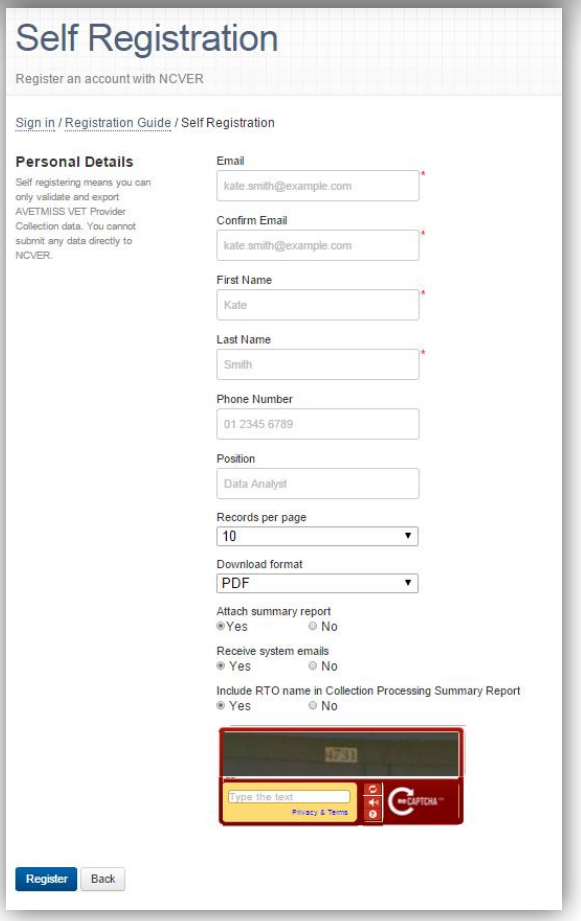


- Consult Table 1 and select the link Self-register. This will bring up the Self-rgistration page
- Enter your **Email Address** and your **personal details**.

  Note: AVS sends system messages and/or emails regarding the progress of validations to the self registered user's email address therefore it is important that your email address is valid and checked regularly.
- **Records per page** – select from 10 (default), 20, 50 or 100 records per page from the drop down list.This setting will define how many records are displayed on your browser when viewing errors etc. This setting can be changed later.
- **Download format** – select between PDF (default) or CSV from the drop down list to choose in which format you prefer your reports to be displayed. PDF allows you to read the report using a PDF reader such as Adobe Reader (text cannot be manupilated). A CSV file will open in Microsoft Excel and content may be manulipated and saved as a text file.
- **Attach summary report** – When validations are completed, a report will be attached to the confirmation email in the format preference specified.'Yes' is the default.

  Receive system emails (Yes/No) – If you choose 'Yes' (default setting) AVS will send an email to your specified email address upon validation or submission of your data files.These email messages will also be displayed in the Messages screen (see Messages in the Home page navigation section of this User Guide).
- **Include RTO name in the Collection Processing Summary Report (Yes/No)**. Selecting 'Yes' will instruct AVS to include your RTO's name as it appears in the NAT00010 file (ex: RTO1) at the end of file name when the Collection Summary Report is downloaded from AVS. The file name of the Collection Summary Report will read as follows: CollectionSummaryReportRTO1. Selecting 'No' will instruct AVS exclude your RTO's name from the end of the file name when the Collection Summary Report is downloaded from AVS. The Collection Summary Report file name will read as follows: CollectionSummaryReport. If you are reporting AVETMISS data through to your state training authority (STA) you will need to check with them as to whether they would like you include your RTO name in the file name of the Collection Summary Report or not.


AVS Registration Guide
Sign in / Registration Guide
The The AVETMISS Validation Software (AVS) is a web-based data validation and reporting system. Registered training organisations can use the software to validate and submit their AVETMISS data to the National VET Provider Collection.
There are two different ways to register for AVS: self-registration and NCVER registration. You can find out which registration process to use by consulting the table below.
Definitions
State managed training: Training funded or administered by the state or territory
Non-state managed training: All other training including enterprise and other privately funded training, training paid for by the client and training funded and managed by the Commonwealth
Table 1: How do I register for the AVETMISS Validation Software?
Data type
Submission process
Registration type
State managed training
You submit your validated data to your STA*
Self-register
Non-state managed training
You submit your validated data to your STA**
Self-register
You submit your validated data directly to NCVER
NCVER register
State managed and non-state managed training
You submit all validated data to your STA*
Self-register
You submit your state-managed data to your STA and your non-state managed data directly to NCVER
NCVER register
* Please note, NSW, QLD, VIC and WA have their own validation software. Please use their validation software to submit your data.
** Please confirm with your STA that you can submit your data on non-state managed training to them.
Please see our factsheet Where, when and how to submit your AVETMISS data for more information on the AVETMISS data submission process.



- Type the two security words. If you are unable to read the word(s) click on the reload icon next to the words. This will present a set of new words. If you are having difficulty with this process, click on the help icon for more information.
- Once you have completed all mandatory fields and any optional fields you wish to complete, click the **Register** button.

AVS will send an email confirming your registration to the email address you have used in the self registration process along with a temporary password.

Note: Registration

Registration of your username is only accepted once. If you attempt to register a username more than once, the message '*This email address is already in use. Please enter a different email or cancel self-registration.*' will be displayed.

NCVER registration

NCVER registration is required when a user needs to validate data for multiple training organisations (e.g. with locations in different states) or to submit fee-for-service data files directly to NCVER. Please check with your STA about their requirements for submitting fee-for-service data.

How to NCVER register

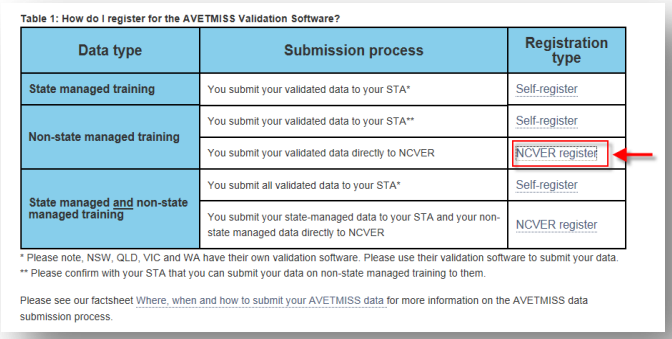
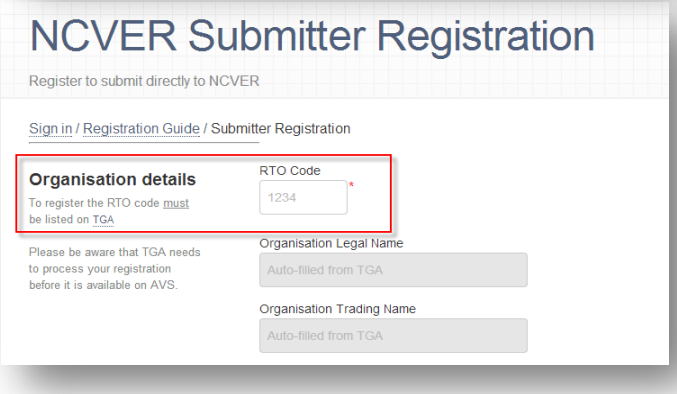


Table 1: How do I register for the AVETMISS Validation Software?

Data type	Submission process	Registration type
State managed training	You submit your validated data to your STA*	Self-register
Non-state managed training	You submit your validated data to your STA**	Self-register
	You submit your validated data directly to NCVER	NCVER register
State managed and non-state managed training	You submit all validated data to your STA*	Self-register
	You submit your state-managed data to your STA and your non-state managed data directly to NCVER	NCVER register

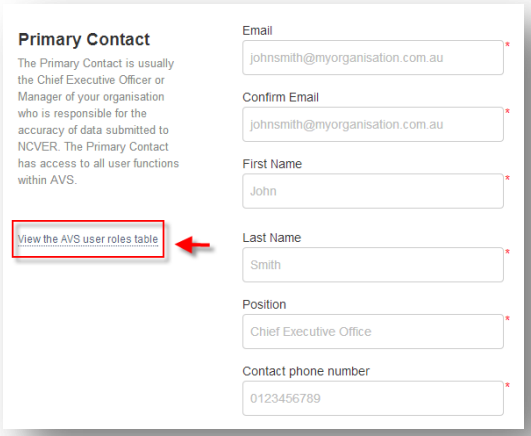
* Please note, NSW, QLD, VIC and WA have their own validation software. Please use their validation software to submit your data.
** Please confirm with your STA that you can submit your data on non-state managed training to them.

Please see our factsheet Where, when and how to submit your AVETMISS data for more information on the AVETMISS data submission process.


NCVER Submitter Registration
Register to submit directly to NCVER
Sign in / Registration Guide / Submitter Registration
Organisation details
To register the RTO code must be listed on TGA
RTO Code
1234
Please be aware that TGA needs to process your registration before it is available on AVS.
Organisation Legal Name
Auto-filled from TGA
Organisation Trading Name
Auto-filled from TGA

- Open your web browser
- Type http://avs.ncver.edu.au/ in the address bar of your web browser and press Enter. The Sign In window will be displayed on the right side of the page
- Click on the Register link. The **AVS registration** guide will then be displayed.
- Consult Table 1 and select the NCVER register link
- Start by entering in your RTO Code
- This will pre-populate your organisational details from www.training.gov.au (TGA)
- Please note: You will not be able to complete the NCVER Submitter Registration form if your RTO details are not on TGA

Registering your training organisation with NCVER enables you to set up an online profile for your organisation. This profile includes a number of roles which can be assigned to staff within your organisation. To access a detailed table outlining the various roles select the link to view AVS user roles. This will bring up the following table:


Primary Contact
The Primary Contact is usually the Chief Executive Officer or Manager of your organisation who is responsible for the accuracy of data submitted to NCVER. The Primary Contact has access to all user functions within AVS.
View the AVS user roles table
Email
johnsmith@myorganisation.com.au
Confirm Email
johnsmith@myorganisation.com.au
First Name
John
Last Name
Smith
Position
Chief Executive Office
Contact phone number
0123456789

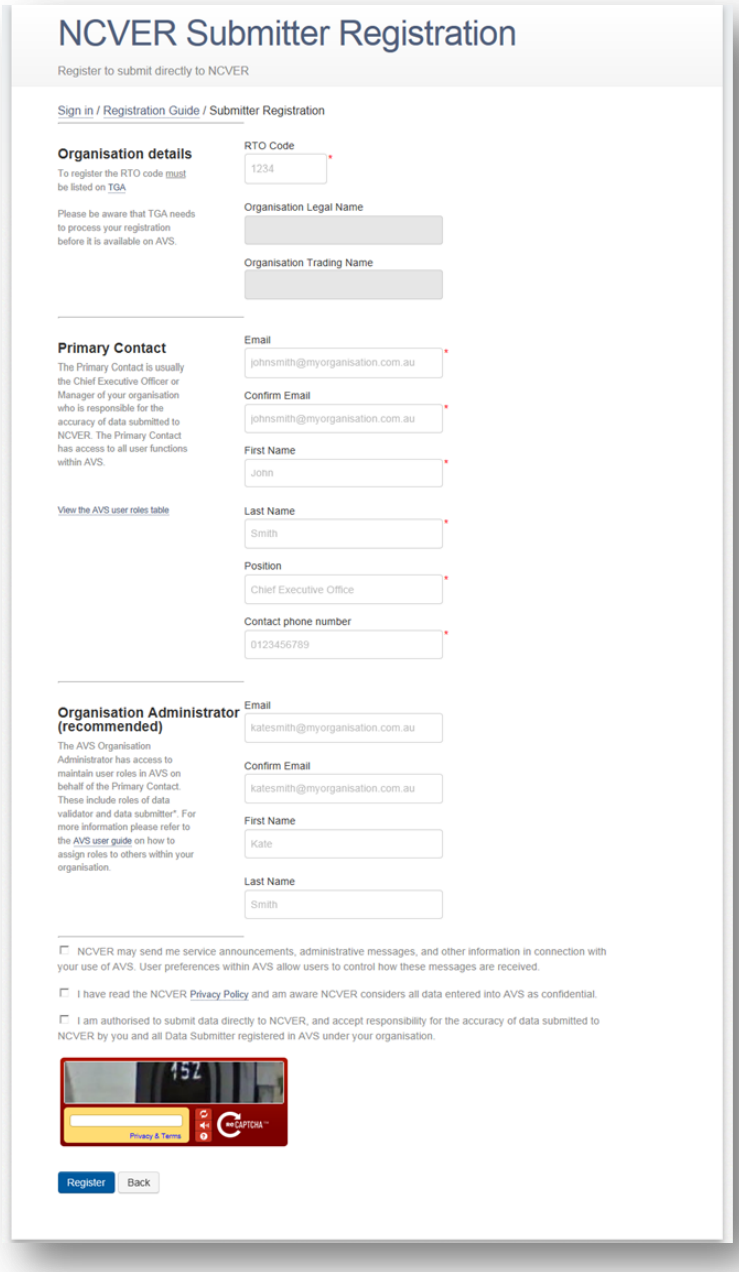
AVS User Roles

User Role	Description	AVETMISS Validation Software Functions		
		Validate data	Submit data to NCVER	Maintain users
Primary Contact	**The Primary Contact:** - is the key contact person for the organisation - has the authoirty to perform all functions in AVS including creating other users Only one person within the organisation can be nominated as the primary contact	Yes	Yes	Yes
Organisation Administrator	The Organisation Administrator can maintain users for their training organisation.	No	No	Yes
Data Submitter	A Data Submitter can import, validate, export and submit data to NCVER on behalf of the training organisation	Yes	Yes	No
Data Validator	A Data Validator can import, validate and export data but is not authorised to submit data to NCVER.	Yes	No	No

Close

Once you understand the different user roles, you can close the table and complete the NCVER submitter registration form. You will only be given the option to assign the Primary Contact and Organisation Administrator on the registration form. All other user roles can be assigned once you have logged in to AVS.

- Enter in the details for the Primary Contact and Organisation Administrator if required. We strongly recommend assigning an Organisation Administrator so that at least two people within your organisation have access to AVS and the ability to maintain users.


NCVER Submitter Registration
Register to submit directly to NCVER
Sign in / Registration Guide / Submitter Registration
Organisation details
To register the RTO code must be listed on TGA
Please be aware that TGA needs to process your registration before it is available on AVS.
RTO Code
1234
Organisation Legal Name
Organisation Trading Name
Primary Contact
The Primary Contact is usually the Chief Executive Officer or Manager of your organisation who is responsible for the accuracy of data submitted to NCVER. The Primary Contact has access to all user functions within AVS.
View the AVS user roles table
Email
johnsmith@myorganisation.com.au
Confirm Email
johnsmith@myorganisation.com.au
First Name
John
Last Name
Smith
Position
Chief Executive Office
Contact phone number
0123456789
Organisation Administrator (recommended)
The AVS Organisation Administrator has access to maintain user roles in AVS on behalf of the Primary Contact. These include roles of data validator and data submitter*. For more information please refer to the AVS user guide on how to assign roles to others within your organisation.
Email
katesmith@myorganisation.com.au
Confirm Email
katesmith@myorganisation.com.au
First Name
Kate
Last Name
Smith
NCVER may send me service announcements, administrative messages, and other information in connection with your use of AVS. User preferences within AVS allow users to control how these messages are received.
I have read the NCVER Privacy Policy and am aware NCVER considers all data entered into AVS as confidential.
I am authorised to submit data directly to NCVER, and accept responsibility for the accuracy of data submitted to NCVER by you and all Data Submitter registered in AVS under your organisation.
Register
Back

- Next tick the boxes to authorise AVS to send you system and service messages, that you have read and understand NCVER's Privacy Policy and that you are authorised to submit data directly to NCVER
- Enter in the text from the CAPTCHA box as it appears in the image below
- Select register to submit your Registration for approval
- Next you will receive an email from support@ncver.edu.au confirming your NCVER registration. This email will include your login details and a link to access AVS. You will be prompted to change your password to something more secure upon first sign-in.
- Once you have changed your password the NCVER registration process is finished.

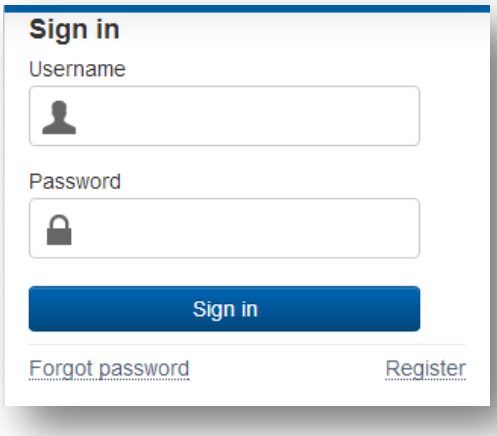
Success: Form successfully submitted to NCVER for approval. The Primary Contact provided will receive an Email confirming the details.

Section 3 – Using AVS

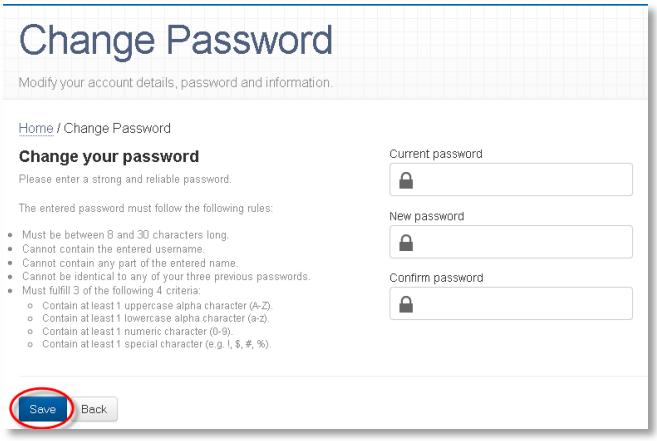
Signing in

1. Open your web browser e.g.Google Chrome, Firefox.
2. In the address bar of your web browser type http://avs.ncver.edu.au/and press **Enter**.

   The **Sign in** page will be displayed
3. In the Sign in box in the top right of the screen, enter your Username and Password.
4. Click the **Sign in** button.



5. If you are signing in for the first time you will be prompted to change your password.
   - Manually enter your Current Password (received via email when you first registered) in the **Current Password** field.
   - Type your new Password in the **New Password** field.
   - Re-type your new password in the **Confirm Password** field.
   - Click the **Save** button.


Change Password
Modify your account details, password and information.
Home / Change Password
Change your password
Please enter a strong and reliable password.
The entered password must follow the following rules:
Must be between 8 and 30 characters long.
Cannot contain the entered username.
Cannot contain any part of the entered name.
Cannot be identical to any of your three previous passwords.
Must fulfill 3 of the following 4 criteria:
Contain at least 1 uppercase alpha character (A-Z).
Contain at least 1 lowercase alpha character (a-z).
Contain at least 1 numeric character (0-9).
Contain at least 1 special character (e.g. !, $, #, %).
Current password
New password
Confirm password
Save
Back

Note: Your new password must contain at least 1 character and 1 number and be between 8 to 20 alpha numeric characters in length.

When you have successfully logged in, or you have changed your password, the Home page will be displayed.

To Sign out, click on the **Sign Out** link on the AVS menu bar.

Automatic log out

AVS will automatically log users out after 30 minutes if no activity is detected. If this occurs you will automatically be taken back to the sign in page. Re-enter your username and password and click the Sign in button.

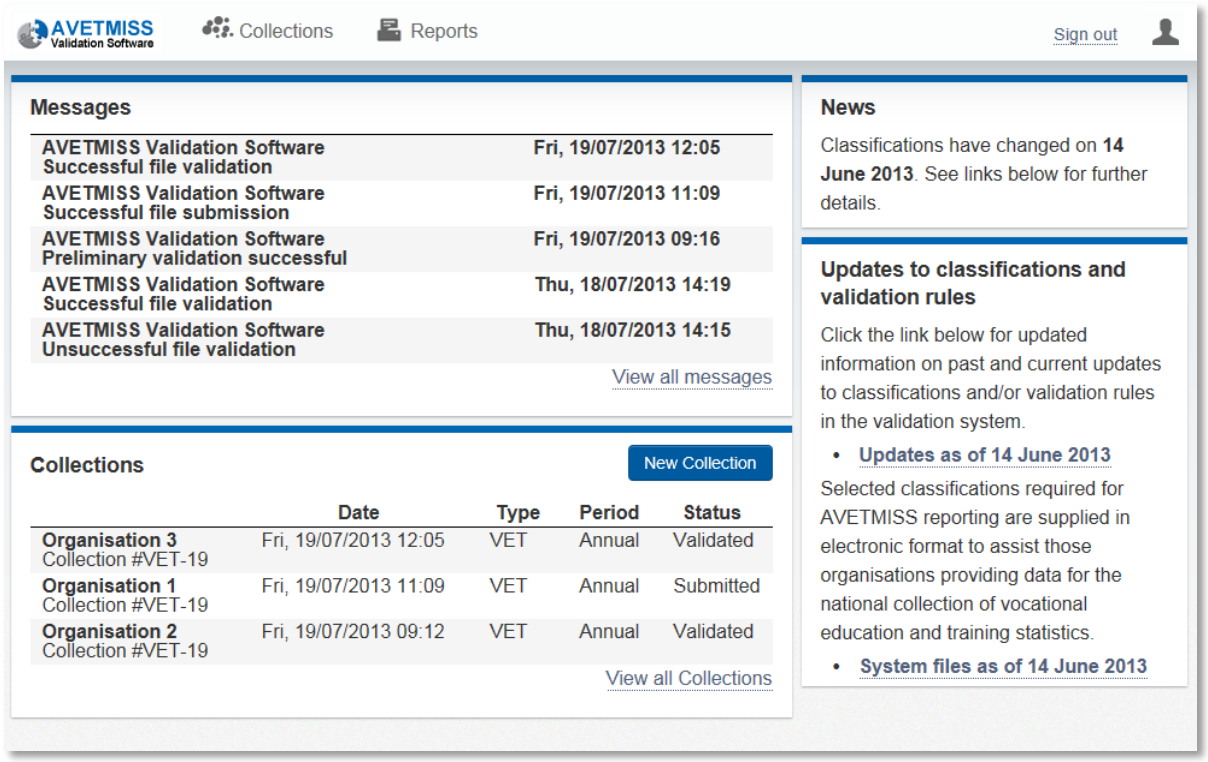
Note: Your previous work will automatically be saved.

Note: Forgotten or incorrect password?

If you have forgotten your password, click on the Forgot Password link from the Sign in page. Enter your AVS username and click the Reset Password button. An email will be sent to your email address with a new temporary password. You will be prompted to change your password when you next sign in to AVS.

Home screen

Once you have signed in to AVS you are presented with the Home screen.

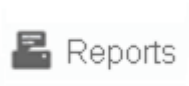

AVETMISS Validation Software
Collections
Reports
Sign out
Messages
AVETMISS Validation Software Successful file validation Fri, 19/07/2013 12:05
AVETMISS Validation Software Successful file submission Fri, 19/07/2013 11:09
AVETMISS Validation Software Preliminary validation successful Fri, 19/07/2013 09:16
AVETMISS Validation Software Successful file validation Thu, 18/07/2013 14:19
AVETMISS Validation Software Unsuccessful file validation Thu, 18/07/2013 14:15
View all messages
Collections
New Collection
Date Type Period Status
Organisation 3 Collection #VET-19 Fri, 19/07/2013 12:05 VET Annual Validated
Organisation 1 Collection #VET-19 Fri, 19/07/2013 11:09 VET Annual Submitted
Organisation 2 Collection #VET-19 Fri, 19/07/2013 09:12 VET Annual Validated
View all Collections
News
Classifications have changed on 14 June 2013. See links below for further details.
Updates to classifications and validation rules
Click the link below for updated information on past and current updates to classifications and/or validation rules in the validation system.
Updates as of 14 June 2013
Selected classifications required for AVETMISS reporting are supplied in electronic format to assist those organisations providing data for the national collection of vocational education and training statistics.
System files as of 14 June 2013

Here a summary of messages and your most recent collections is displayed. In addition, a menu bar is displayed at the top of the home page. Clicking on a menu item will navigate you to another area of AVS.

Menu buttons

The **Home** menu button provides a link to the AVS home page.

The **Collections** menu is where you can begin a new validation or view your collection history. You can also view all AVS messages from this menu.



The **Reports** menu allows you to run various reports on your validated data.

The **Admin** menu is only visible to the Primary Contact and Organisation Administrator roles. This menu gives the option to maintain users within your organisation.

The **Account Settings** menu allows you to update your own user settings and to change your AVS password.

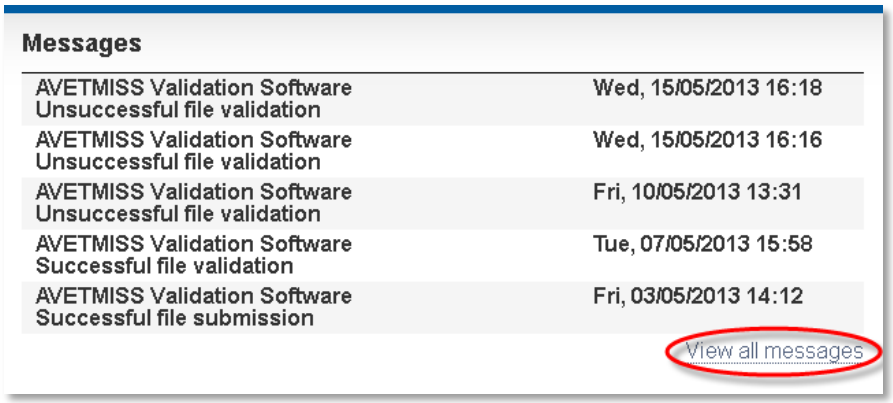
In addition to these menu items, the Home page contains some additional information to assist with AVS and AVETMISS related queries.

News window

NCVER will post any news items relevant to AVS in the **News** window. Links validation rules and classifications and system files will be visible here.

Messages window

The **Messages** summary window contains a list of the 5 most recent system messages. To read an individual message, click on the message subject. To view all messages, click on the View all messages link.

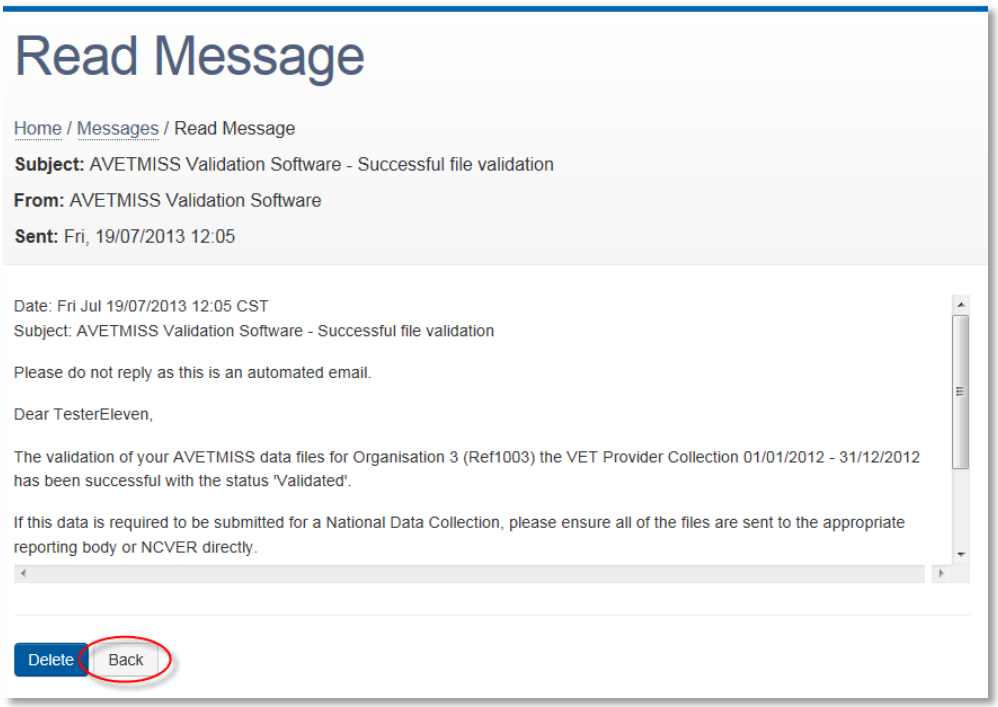


The Messages page will be displayed.

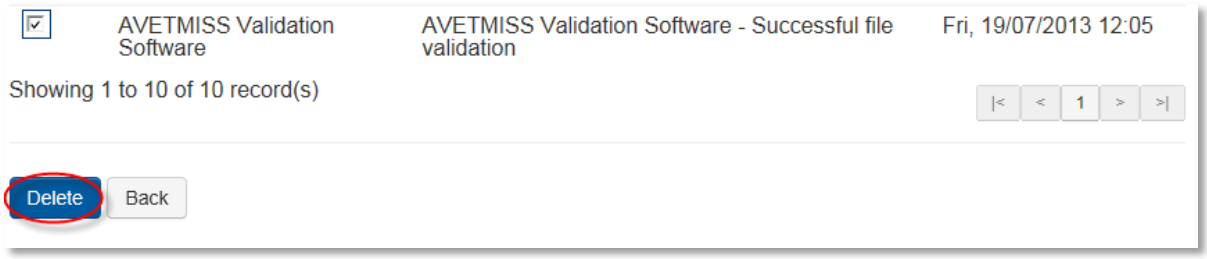
The Messages page will display all messages generated by AVS in relation to successful or unsuccessful validations and submissions.

To **Read** an individual message, click on the message **subject** and a new window will be displayed with the message detail.

Click **Back** to go back to the messages page


Read Message
Home / Messages / Read Message
Subject: AVETMISS Validation Software - Successful file validation
From: AVETMISS Validation Software
Sent: Fri, 19/07/2013 12:05
Date: Fri Jul 19/07/2013 12:05 CST
Subject: AVETMISS Validation Software - Successful file validation
Please do not reply as this is an automated email.
Dear TesterEleven,
The validation of your AVETMISS data files for Organisation 3 (Ref1003) the VET Provider Collection 01/01/2012 - 31/12/2012 has been successful with the status 'Validated'.
If this data is required to be submitted for a National Data Collection, please ensure all of the files are sent to the appropriate reporting body or NCVER directly.
Delete
Back

To **Delete** messages, click the check box next to each message you wish to delete and click the **Delete** button



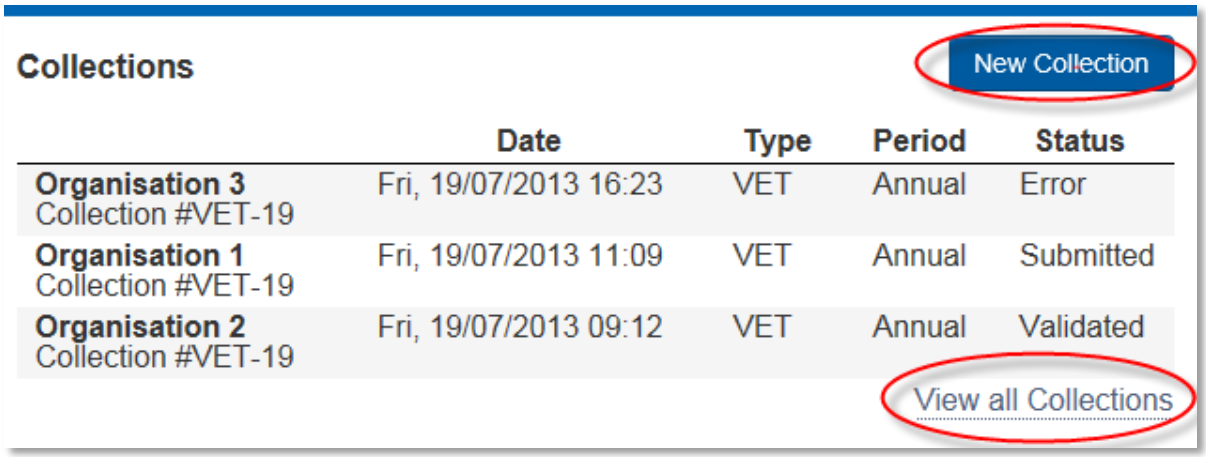
To return to the AVS home page, click on the **NCVER** menu button or click **Back**.

Collections window

The **Collections** summary window displays your most recent validations and their status.

You can also start a new collection from this window by clicking the **New Collection** button.

To view all collections, click on the **View All Collections** link.



For a more comprehensive look at collections, please refer to the Collections section of this user guide.

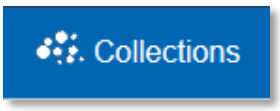
Useful links

At the bottom of the AVS home page there are a number of useful links for your convenience.

The **Contact us** link takes you to an NCVER Web page that contains support contact details including a hyperlink to AVETMISS support in your state or territory.

- The **Register** link directs you to the Self Registration online form.
- The **AVETMISS Compliance** link directs you to an NCVER web page containing FAQs on becoming AVETMISS compliant.
- The **Help** link contains the AVS help resources. From this screen you will be able to access relevant help materials.
- The **Data access** link contains publications detailing NCVER protocols, policies and procedures.
- The **Accessibility** link takes you to an NCVER web page containing NCVER's Accessibility policy.
- The **Privacy** link contains the NCVER privacy policy from the NCVER web site.
- The **Conditions of use** link contains the standard NCVER conditions of use page on the NCVER web site.

Collections



Validation of your data files occurs in two stages:

Basic Validation

Basic validation checks your AVETMISS files for correct file formatting. Those checks are:

- **Record lengths** – i.e. this is the minimum number of characters required for each line in the file
- **Mandatory fields** – i.e. that they are not blank
- **Validity of field types** - i.e. numbers, characters

Once basic validation is complete, any formatting errors detected will be displayed in the Status column in AVS.

AVS will **not** proceed with full validation until all errors are corrected (within your student management system), new AVETMISS files created, and those files uploaded into AVS and validated again.

In correcting errors, you must ensure that:

- there are no short records
- all mandatory fields contain data
- there are no invalid characters

If basic validation does not identify errors AVS will automatically move to Full Validation.

Full Validation

Full validation checks against the rules outlined in the relevant AVETMIS Standard, including:

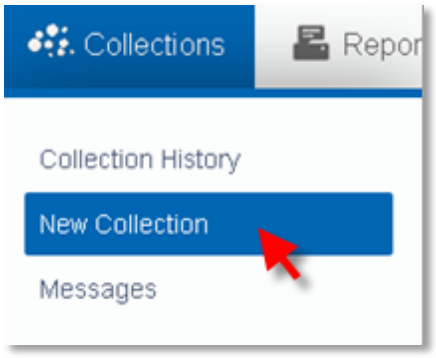
- Determined data values against reference tables
- Data ranges
- File cross-reference checks
- Record sequencing and dependencies
- Complex business rules
- Rules with tolerances applied

Again, if errors are detected they must be corrected **within your student management system,** new data files created, uploaded and revalidated in AVS.

Start a new collection

1. To begin a new Validation, click on **Collections** in the menu bar of the Home screen and select **New Collection**.

   Note: A New Collection short-cut button is also available from the Home page.



The **Collection Processing** screen will be displayed.

2. Select the parameters for the specific data that is being validated:

Organisation: Your account may have more than one organisation linked to it. Select the organisation associated with the data you are validating.

Type: There are three collection types;

- Apprentice and Trainee Collection
- VET in Schools Collection
- VET Provider Collection

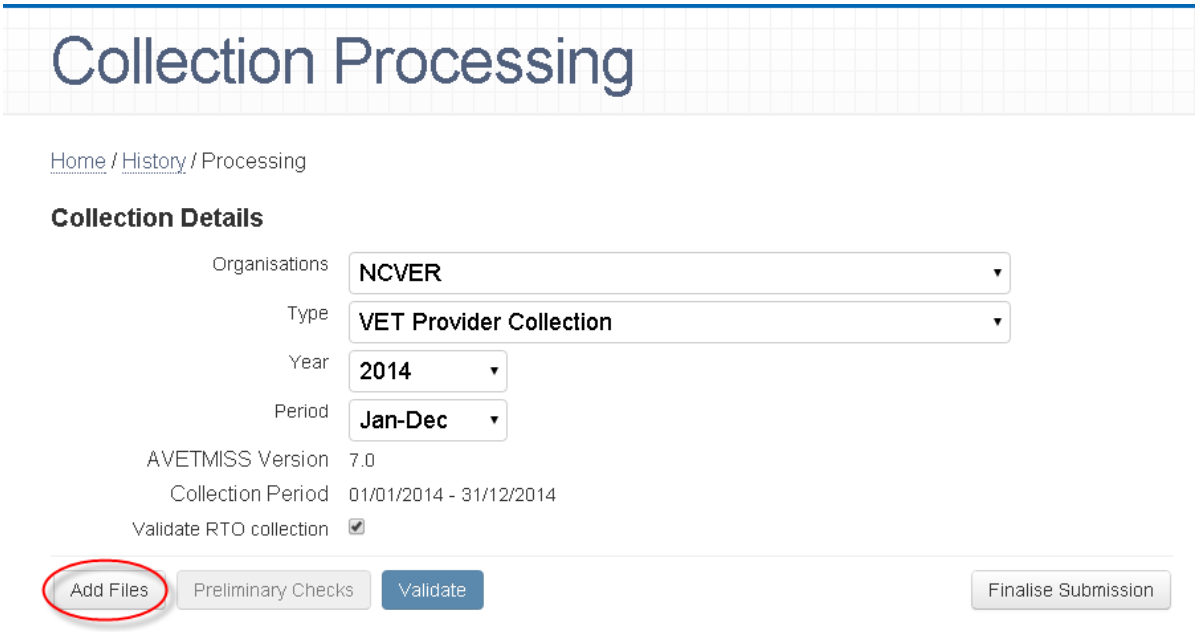
You will only be able to select the collection type associated with your organisation

Year: This relates to the year the data was collected in and may differ from the current calendar year. For example, if validating data files collected in 2014, select 2014.

Period: The VET provider collection is currently collected on an annual basis and 'Annual' is to be selected for this collection. Organisations may also choose 'Interim' if validating data part way through a collection period. Note, interim collections cannot be submitted to NCVER.

For apprentice and trainee data, the period may be one of the four quarterly options provided.

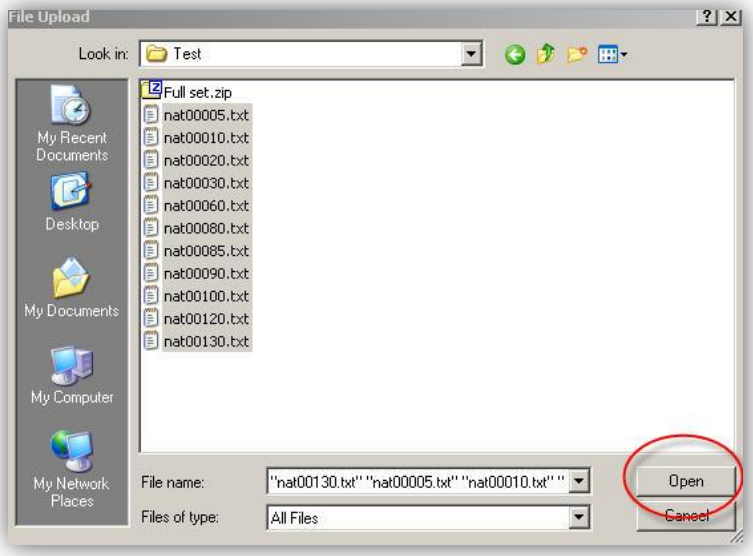
3. Click **Add Files**.



A browser box will open.

4. Browse the directory for the folder in which your files are located. Select the files you wish to add. If the files are located in a ZIP file, the ZIP file folder can be selected.

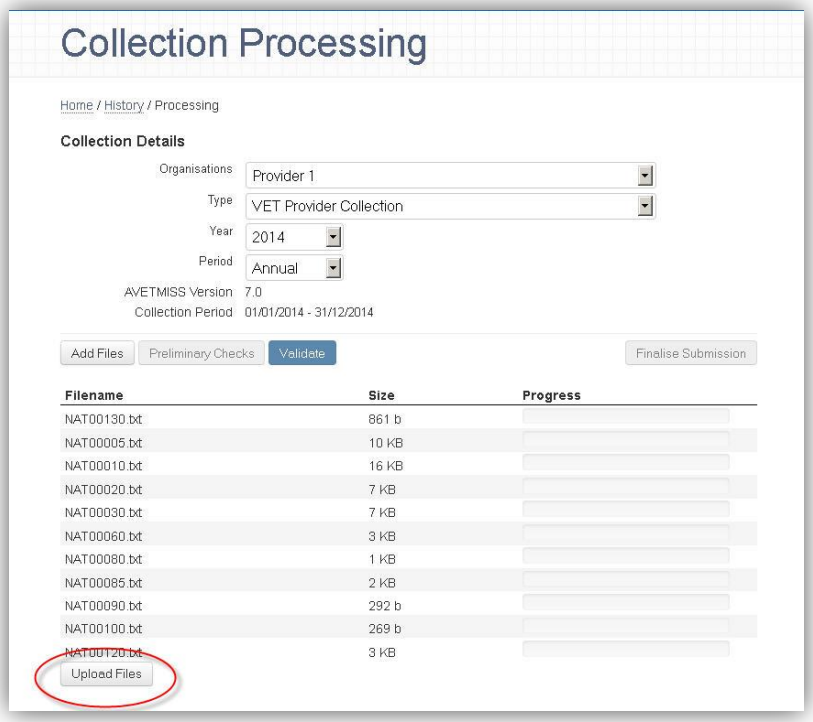
5. Click the **Open** button.



AVS will display the files you have selected.

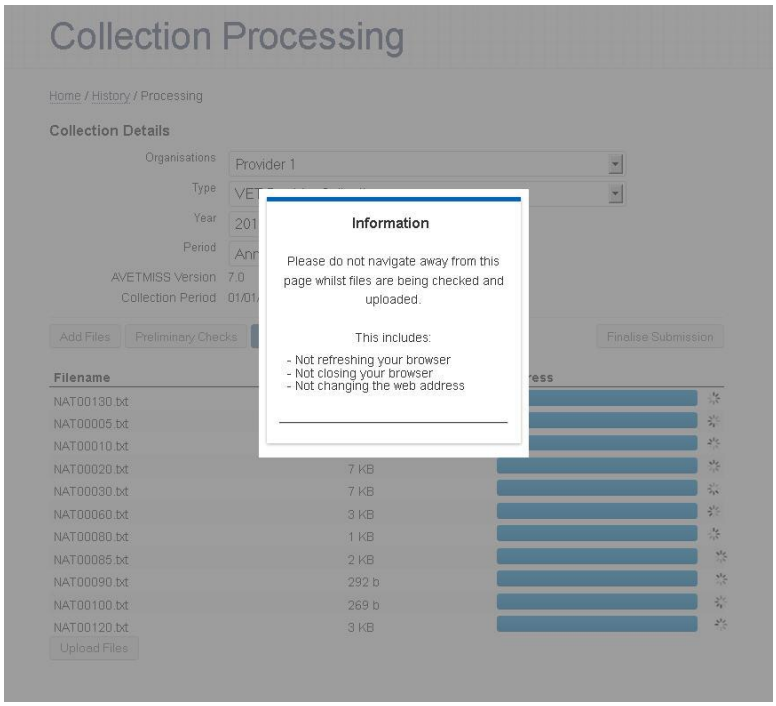
6. If you wish to change any of the files you have selected, repeat steps 3 and 4, selecting ALL the data files you wish to validate. This will overwrite the original files you selected.

7. Click the **Upload files** button



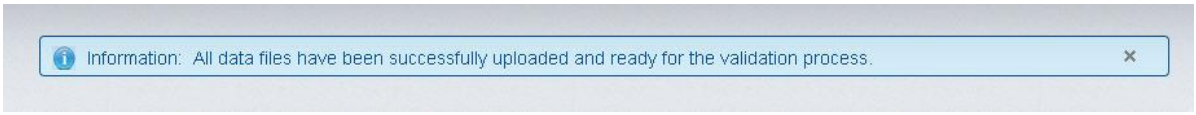
AVS will begin uploading the files. The Collection Processing screen will be greyed out and a message will appear warning not to navigate away from the screen whilst files are being uploaded.

You can see the progress of the upload by viewing the progress bars on the screen.



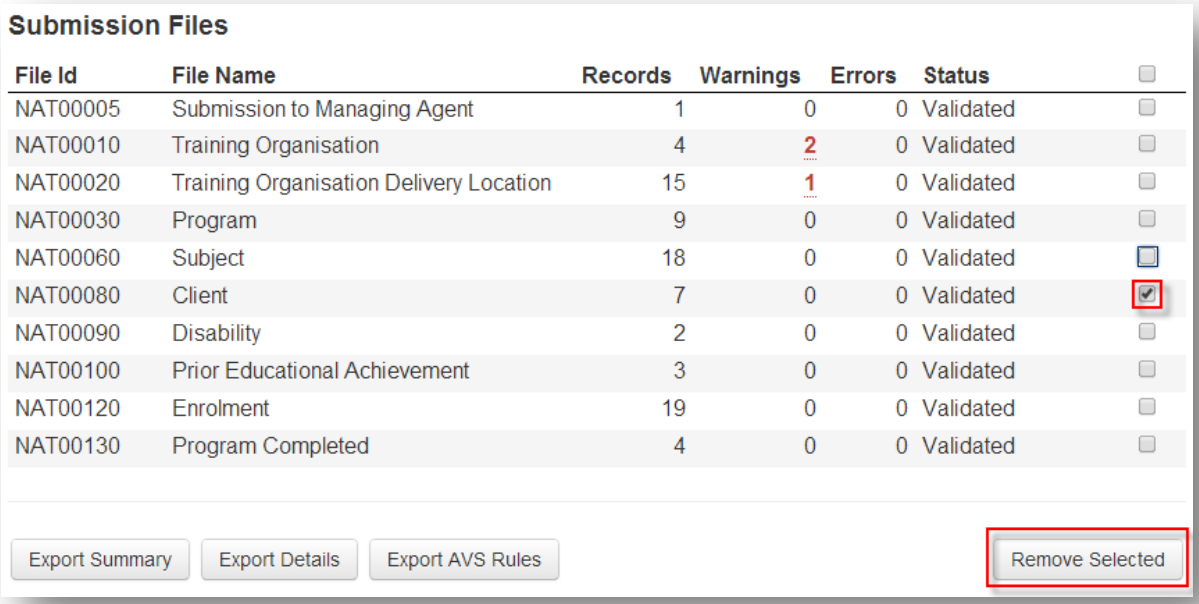
Once all files have been uploaded, your screen will no longer be greyed out. The files will be displayed beneath the Submission Files section with a status of **Uploaded**.

The following message will displayed at the top of the screen:



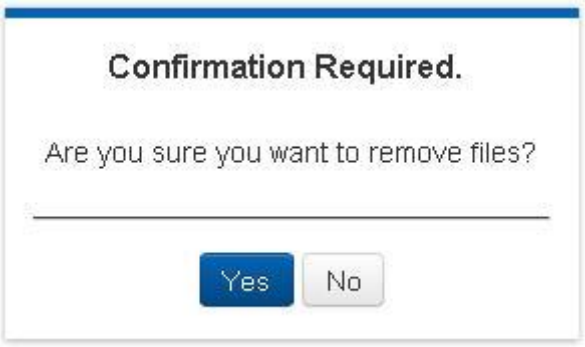
Note – if any files are missing, AVS will display a status of 'Not Found'. AVS will not validate unless all mandatory data files are present.

8. If you wish to delete any of the uploaded files, select the checkbox next to the file you wish to delete and click **Remove Selected**.


Submission Files
File Id
File Name
Records
Warnings
Errors
Status
NAT00005 Submission to Managing Agent 1 0 0 Validated
NAT00010 Training Organisation 4 2 0 Validated
NAT00020 Training Organisation Delivery Location 15 1 0 Validated
NAT00030 Program 9 0 0 Validated
NAT00060 Subject 18 0 0 Validated
NAT00080 Client 7 0 0 Validated
NAT00090 Disability 2 0 0 Validated
NAT00100 Prior Educational Achievement 3 0 0 Validated
NAT00120 Enrolment 19 0 0 Validated
NAT00130 Program Completed 4 0 0 Validated
Export Summary
Export Details
Export AVS Rules
Remove Selected

Note: This option is only available when validating a VET Provider collection.

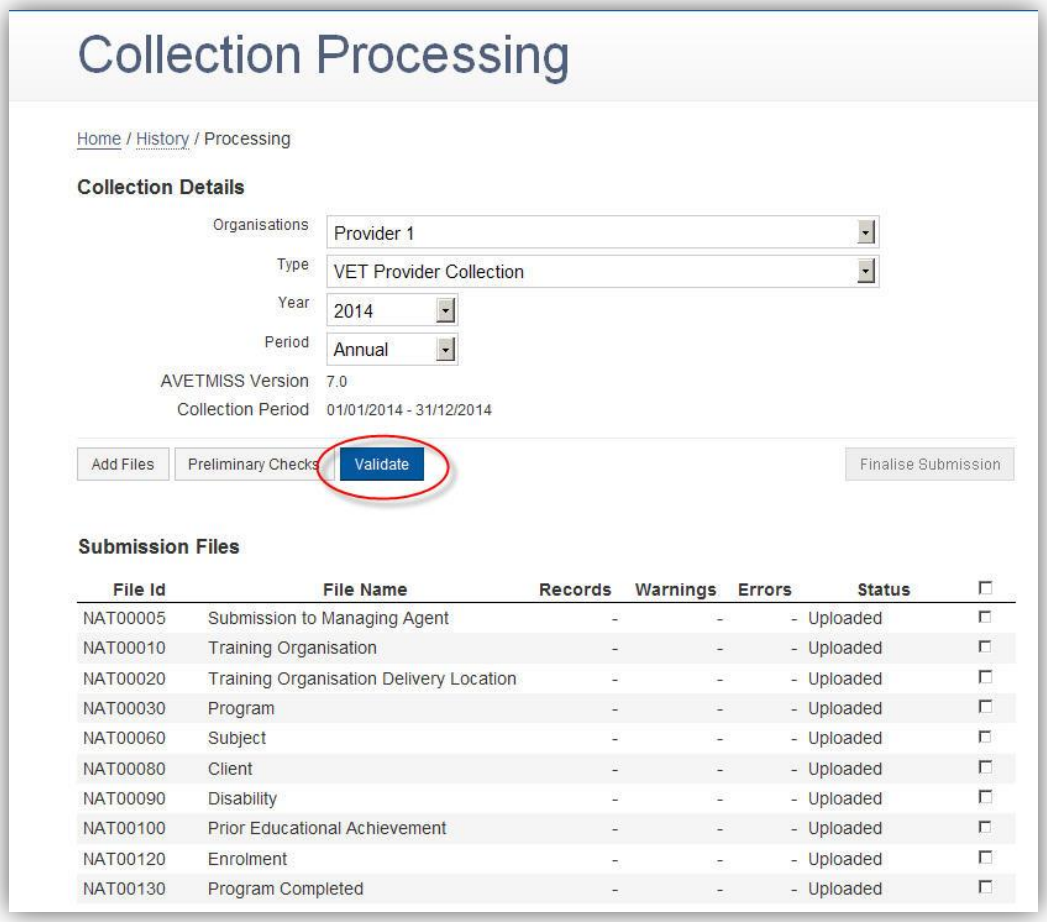
A box will appear asking *Are you sure you want to remove files?*

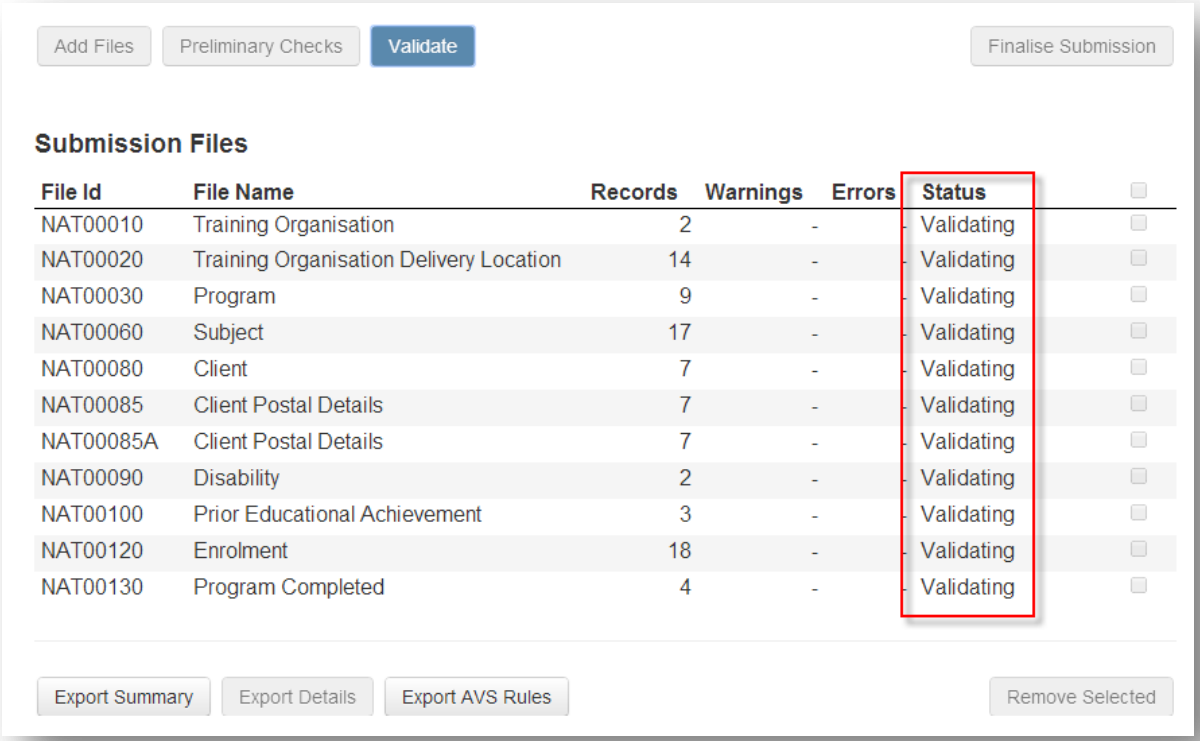


9. Click **Yes**

> **Note:** AVS will not allow validation to continue if a mandatory file is removed.

10. When you have added all your files and all files have the **Uploaded** status, click the **Validate** button.




Add Files
Preliminary Checks
Validate
Finalise Submission
Submission Files
File Id File Name Records Warnings Errors Status
NAT00010 Training Organisation 2 - - Validating
NAT00020 Training Organisation Delivery Location 14 - - Validating
NAT00030 Program 9 - - Validating
NAT00060 Subject 17 - - Validating
NAT00080 Client 7 - - Validating
NAT00085 Client Postal Details 7 - - Validating
NAT00085A Client Postal Details 7 - - Validating
NAT00090 Disability 2 - - Validating
NAT00100 Prior Educational Achievement 3 - - Validating
NAT00120 Enrolment 18 - - Validating
NAT00130 Program Completed 4 - - Validating
Export Summary
Export Details
Export AVS Rules
Remove Selected

AVS will display the status of **Queued** until NCVER's server is free to start validating your data files at which time the status will change to **Validating**.

Note: Validated status may still mean that the data files contain warnings which should be corrected where possible.

11. Once full validation has been completed (and if you have selected 'yes' to receive system emails in the user settings), AVS will send an email confirming that validation has been completed on your data and will confirm if it contained errors.

If your data did not contain any errors, the status for each file in AVS will be changed to **Validated**. The **finalise submission** button will also be activated (see section on Exporting and Submitting data for more detail on this function).

View validation errors

AVS may detect errors in your data during basic validation or full validation.

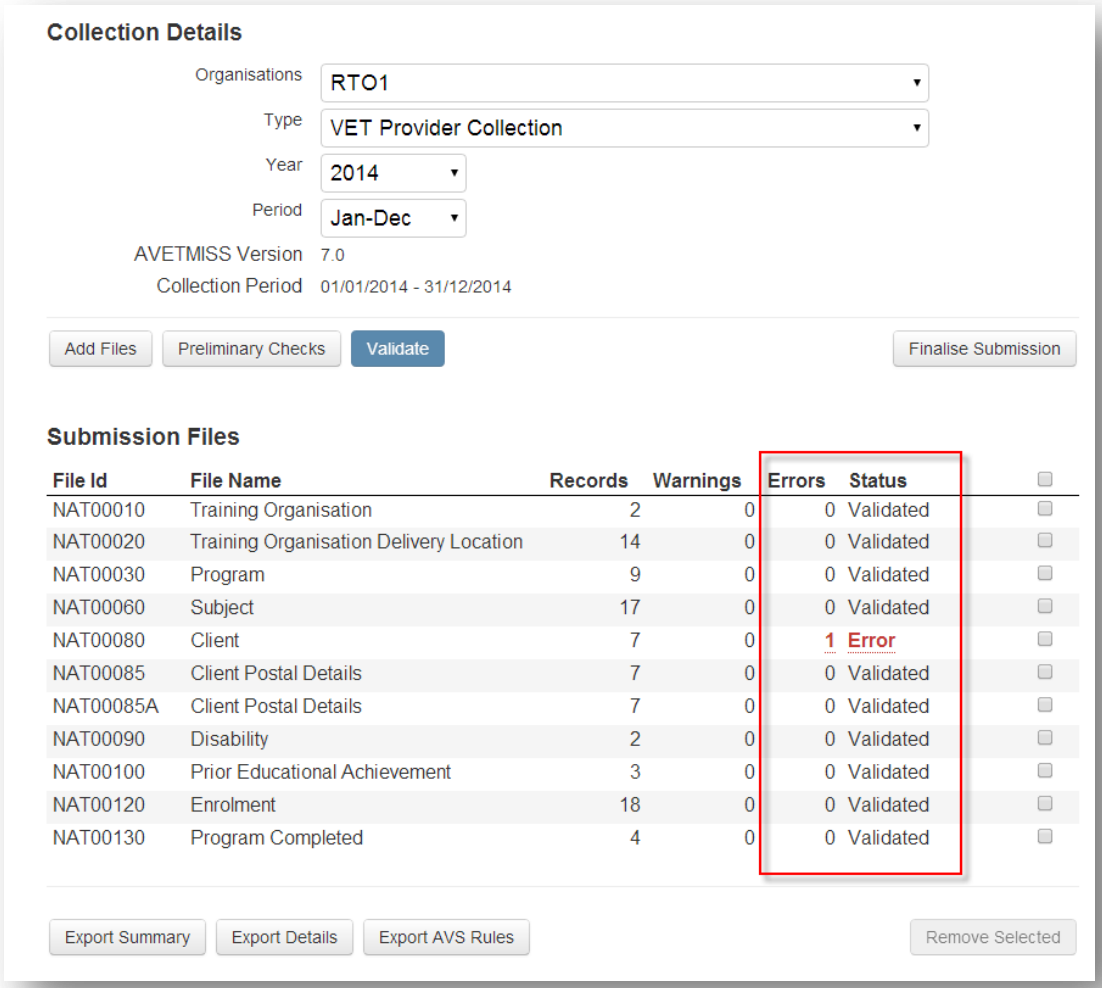
This functionality allows users to view error and warning detail summaries by file, error type and error codes that have been returned as a result of validating data files.

All errors (and warnings where possible) must be corrected in your student management system, new AVETMISS data files created and added into AVS for validation.

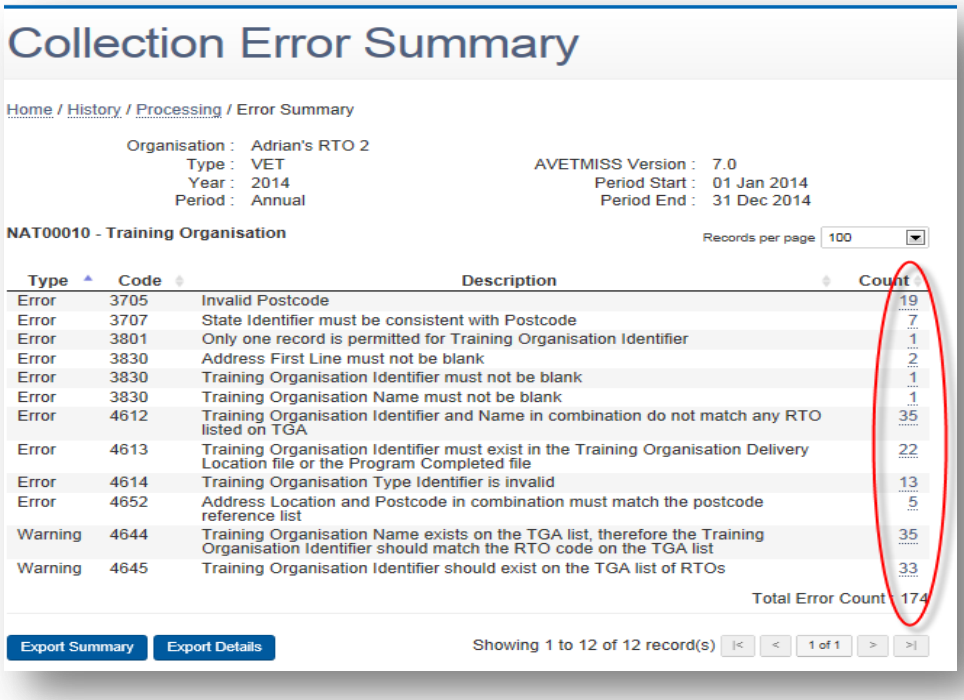
Data cannot be submitted to a national collection if it contains errors.

If any files contain errors during validation the status will change to Error for those files. In addition, the Collection Processing screen will display a count of how many errors and warnings exist against each data file.

1. Click on the Error in the Status column to view the summary of errors (and warnings) for that individual file type.

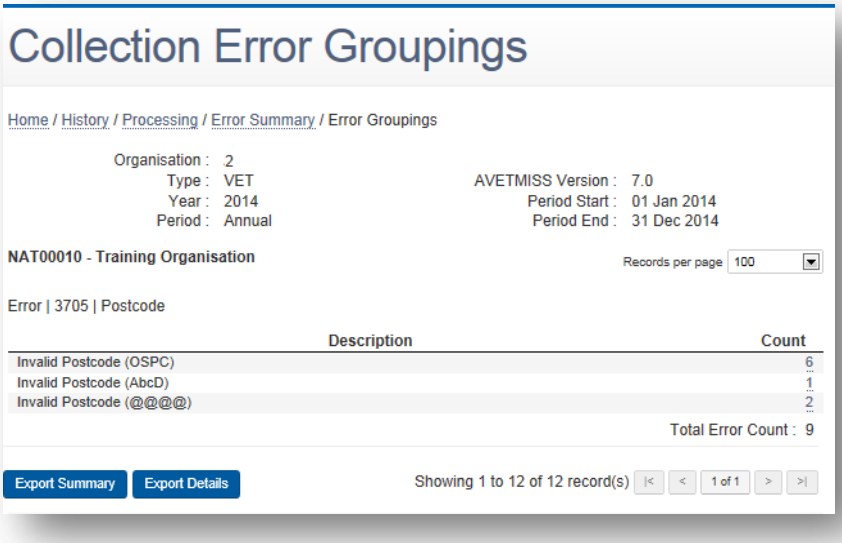


2. The **Collection Error Summary** screen will be displayed.


Collection Error Summary
Home / History / Processing / Error Summary
Organisation : Adrian's RTO 2
Type : VET
Year : 2014
Period : Annual
AVETMISS Version : 7.0
Period Start : 01 Jan 2014
Period End : 31 Dec 2014
NAT00010 - Training Organisation
Records per page 100
Type Code Description Count
Error 3705 Invalid Postcode 19
Error 3707 State Identifier must be consistent with Postcode 7
Error 3801 Only one record is permitted for Training Organisation Identifier 1
Error 3830 Address First Line must not be blank 2
Error 3830 Training Organisation Identifier must not be blank 1
Error 3830 Training Organisation Name must not be blank 1
Error 4612 Training Organisation Identifier and Name in combination do not match any RTO listed on TGA 35
Error 4613 Training Organisation Identifier must exist in the Training Organisation Delivery Location file or the Program Completed file 22
Error 4614 Training Organisation Type Identifier is invalid 13
Error 4652 Address Location and Postcode in combination must match the postcode reference list 5
Warning 4644 Training Organisation Name exists on the TGA list, therefore the Training Organisation Identifier should match the RTO code on the TGA list 35
Warning 4645 Training Organisation Identifier should exist on the TGA list of RTOs 33
Total Error Count : 174
Export Summary
Export Details
Showing 1 to 12 of 12 record(s)
1 of 1

The Collection Error Summary screen displays the different errors associated with that file.

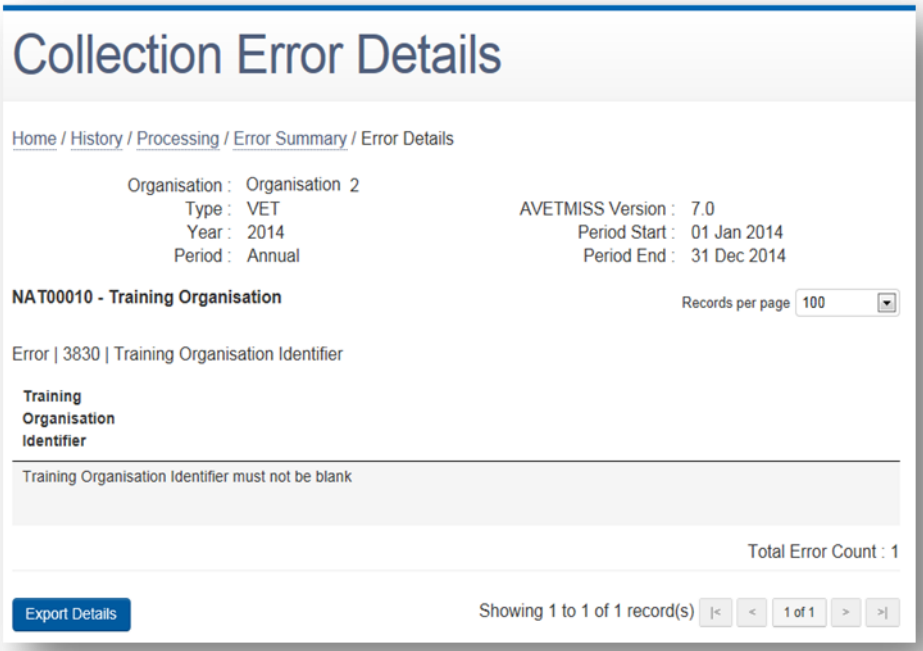
Errors are sorted by code number and a description indicates the reason for the error occurring.


Collection Error Groupings
Home / History / Processing / Error Summary / Error Groupings
Organisation : 2
Type : VET
Year : 2014
Period : Annual
AVETMISS Version : 7.0
Period Start : 01 Jan 2014
Period End : 31 Dec 2014
NAT00010 - Training Organisation
Records per page 100
Error | 3705 | Postcode
Description Count
Invalid Postcode (OSPC) 6
Invalid Postcode (AbcD) 1
Invalid Postcode (@@@@) 2
Total Error Count : 9
Export Summary
Export Details
Showing 1 to 12 of 12 record(s)
1 of 1

To obtain further information about an error, click on the number in the Count column.

If the error you are viewing can be grouped by error value, the **Collection Error Groupings** screen will be displayed.

Here you can quickly identify common errors that may affect multiple records. Click on the error number in the Count column to obtain error details for individual records.

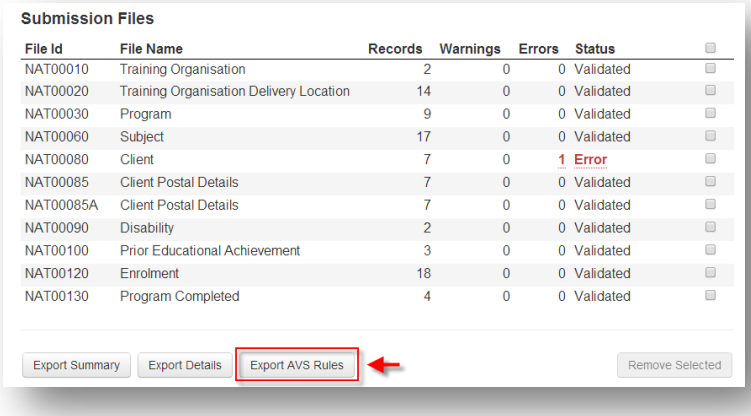

Collection Error Details
Home / History / Processing / Error Summary / Error Details
Organisation : Organisation 2
Type : VET
Year : 2014
Period : Annual
AVETMISS Version : 7.0
Period Start : 01 Jan 2014
Period End : 31 Dec 2014
NAT00010 - Training Organisation
Records per page 100
Error | 3830 | Training Organisation Identifier
Training Organisation Identifier
Training Organisation Identifier must not be blank
Total Error Count : 1
Export Details
Showing 1 to 1 of 1 record(s)
1 of 1

The **Collection Error Details** screen will be displayed.

The Collection Error Details screen provides more detail about the individual error and the description field will advise why the error occurred. With this level of detail you can pin-point the error to be updated in your student management sytem.

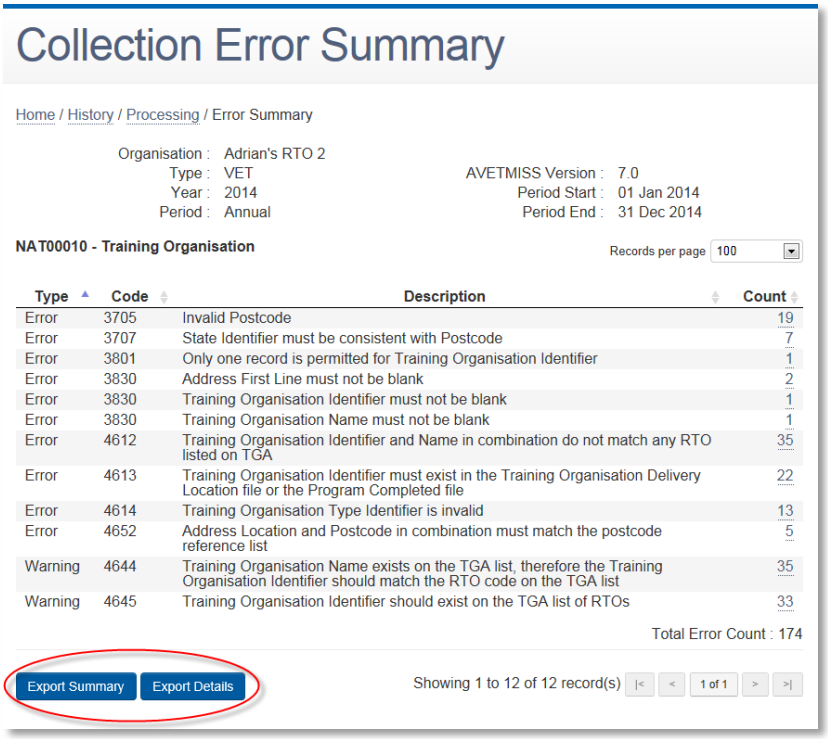
AVS Business Rules

To access a comprehensive document outlining all the warnings and errors generated by AVS select the Export AVS Rules button located at the bottom of the Collection Processing screen. Once you select this option an excel spreadsheet will be downloaded to your system. The AVS Business Rules document presents all of the errors and warnings by file and field. You can search/ filter through this document to find specific warning and/or error details. It describes the underlying business rules that trigger errors and warnings and shows the error and warning messages that are displayed. To a report on the error and/or warning messages received during a validating please see the following section.


Submission Files
File Id File Name Records Warnings Errors Status
NAT00010 Training Organisation 2 0 0 Validated
NAT00020 Training Organisation Delivery Location 14 0 0 Validated
NAT00030 Program 9 0 0 Validated
NAT00060 Subject 17 0 0 Validated
NAT00080 Client 7 0 1 Error
NAT00085 Client Postal Details 7 0 0 Validated
NAT00085A Client Postal Details 7 0 0 Validated
NAT00090 Disability 2 0 0 Validated
NAT00100 Prior Educational Achievement 3 0 0 Validated
NAT00120 Enrolment 18 0 0 Validated
NAT00130 Program Completed 4 0 0 Validated
Export Summary
Export Details
Export AVS Rules
Remove Selected

Error reports

At each level of viewing errors, the option to produce an Error Summary or Error Details report exists. These reports are for your information and contain the same information available on screen. These reports may be helpful in identifying where errors occur in your student management system.

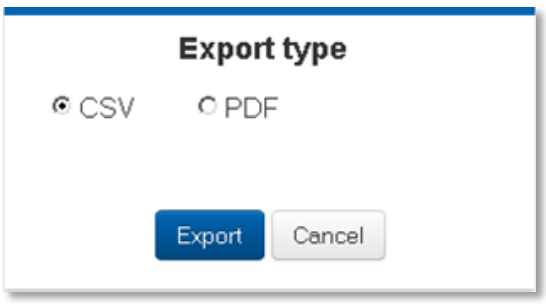

Collection Error Summary
Home / History / Processing / Error Summary
Organisation : Adrian's RTO 2
Type : VET
Year : 2014
Period : Annual
AVETMISS Version : 7.0
Period Start : 01 Jan 2014
Period End : 31 Dec 2014
NAT00010 - Training Organisation
Records per page 100
Type Code Description Count
Error 3705 Invalid Postcode 19
Error 3707 State Identifier must be consistent with Postcode 7
Error 3801 Only one record is permitted for Training Organisation Identifier 1
Error 3830 Address First Line must not be blank 2
Error 3830 Training Organisation Identifier must not be blank 1
Error 3830 Training Organisation Name must not be blank 1
Error 4612 Training Organisation Identifier and Name in combination do not match any RTO listed on TGA 35
Error 4613 Training Organisation Identifier must exist in the Training Organisation Delivery Location file or the Program Completed file 22
Error 4614 Training Organisation Type Identifier is invalid 13
Error 4652 Address Location and Postcode in combination must match the postcode reference list 5
Warning 4644 Training Organisation Name exists on the TGA list, therefore the Training Organisation Identifier should match the RTO code on the TGA list 35
Warning 4645 Training Organisation Identifier should exist on the TGA list of RTOs 33
Total Error Count : 174
Export Summary
Export Details
Showing 1 to 12 of 12 record(s)
1 of 1

Summary Report:

To view a Summary Report click on the **Export Summary** button.

A pop-up window will display confirming which format to view your report – CSV or PDF.

Select either format and click **Export**.



The Summary report will be saved to your PC and may be viewed in Excel (CSV) or via Adobe (PDF) or compatible software.

Details Report:

To view a detailed report, click on the **Export Details** button. The Details Report will be saved to your PC in CSV format only.

Auto-population of known data

Auto-population of known data occurs automatically in AVS during the validation process. This is the process of populating certain fields within your data files with national classification data available from other sources such as training.gov.au (TGA). Where known data are available, fields may be left blank in your data files. Any data that have been entered however will be overwritten by the auto-populate function.

The following fields will be auto-populated where known data are available.

File	Field
NAT00010 Training Organisation File	Where the ***Training Organisation Identifier*** and the ***Training Organisation Name*** in combination match the code and name listed on the training.gov.au reference list, the following field will be pre-populated with data from the NCVER classification tables: • Training Organisation Type Identifier

NAT00030
 	
Program File (Formerly Course File)
	Where the ***Program*** *(formerly Qualification/Course)* ***Identifier*** and the ***Program*** *(formerly Qualification/Course)* ***Name*** in combination match the Code and Name in combination listed on the training.gov.au reference list, the following fields will be auto-populated with data from the NCVER classification tables:
	• Program Recognition Identifier
	  • 11 – when National Qualification table is used
	  • 12 – when National Course table is used
	• Program Level of Education Identifier
	• Program Field of Education Identifier
	• ANZSCO Identifier

NAT00060 Subject File (Formerly Module/Unit of Competency File)	Where the ***Subject Identifier*** *(formerly Module/Unit of Competency identifier)* and the ***Subject Name*** *(formerly Module/Unit of Competency Name)* in combination match the Code and Name listed on the training.gov.au reference list, the following fields will be auto-populated with data from the NCVER classification tables: • Subject Flag = C • Subject Field of Education Identifier

Whenever a match is found, AVS will automatically populate that field with information from the NCVER classification tables of training.gov.au data. If data already exist within those fields, any information will be overwritten with the data from the NCVER classification tables during the validation process. To access the auto-populated information you can export your data using the Export function within the Finalise Submission screen - see the section on Export Data for more information.

If your registering body or STA requires you to provide data that differs from what is held on training.gov.au, you will need to supply your original data files and not use the Export function.

Note: Programs that are not nationally recognised cannot have blank fields. There is no nationally maintained register of classifications for these courses for auto-population.

Preliminary checks

Preliminary checks can be used when you need to validate data files but omit some of the validation rules. You may use this feature when running an interim validation part way through a collection period. You can select the following rules to omit:

All Collections

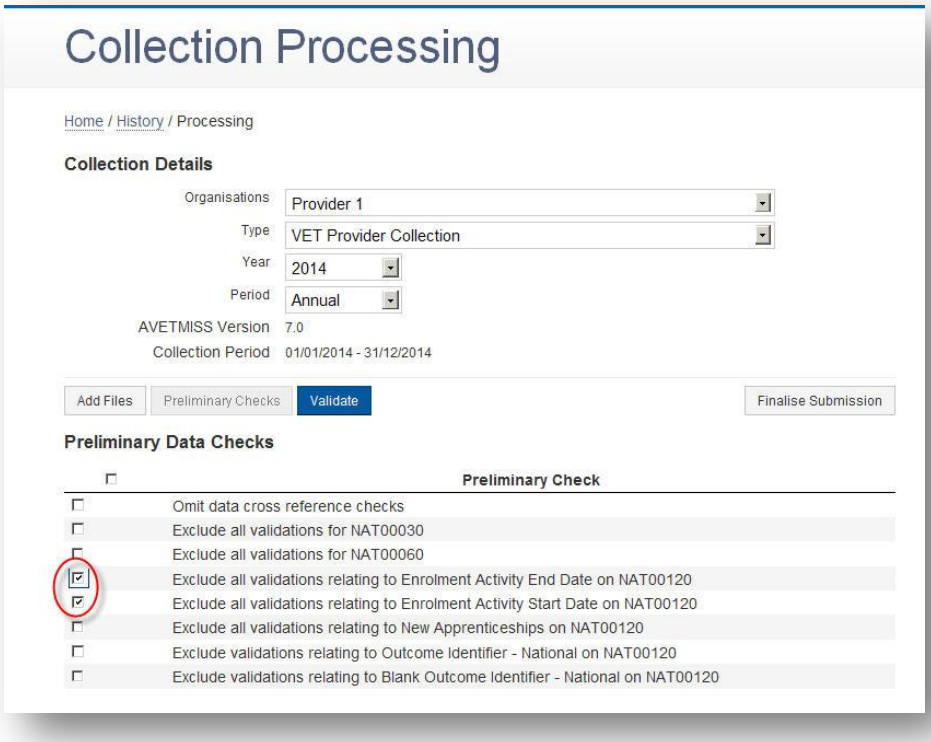
- Omit data cross reference checks

VET & Vet in Schools Collections Only

- Exclude all validations for NAT00030
- Exclude all validations for NAT00060
- Exclude all validations relating to Enrolment Activity End Date on NAT00120
- Exclude all validations relating to Enrolment Activity Start Date on NAT00120
- Exclude all validations relating to New Apprenticeships on NAT00120
- Exclude validations relating to Outcome Identifier - National on NAT00120

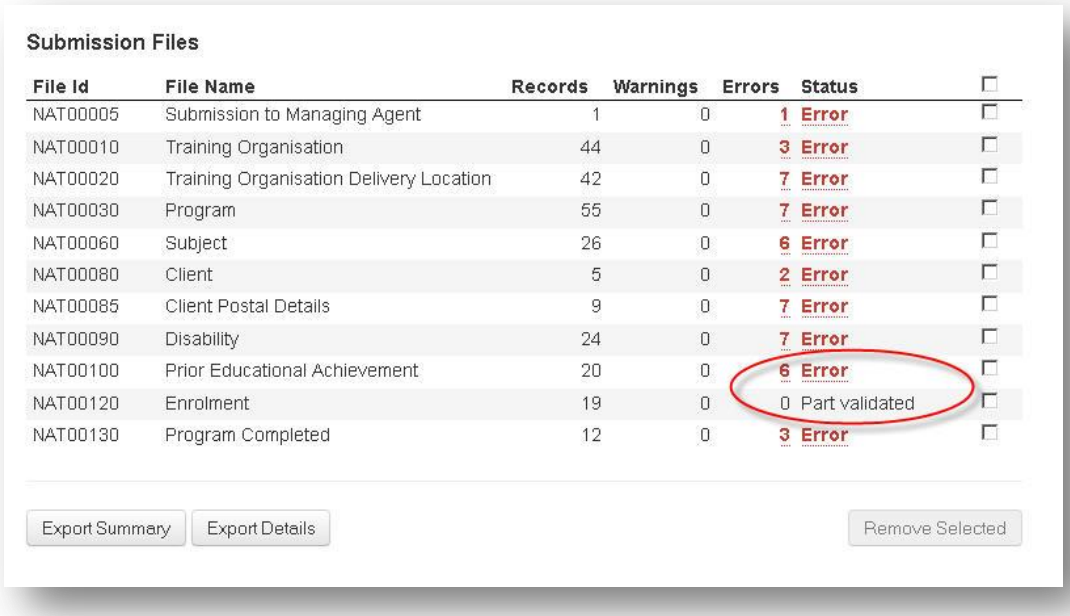
How to use Preliminary Checks

1. At the Collection Processing screen (after adding and uploading your files) the Preliminary Checks button becomes active. By default, preliminary checks are set to **Off**. To turn on preliminary checks, click on the Preliminary checks button and the list of available exclusions become visible. Click the check box of any exclusions you wish to apply.



2. Now click the **Validate** button. AVS will validate your data ignoring the selected criteria. Any data files validated that include a preliminary check will display a status of Part Validated.

   Any files that contain errors will still display a status of Error.



Submission Files

File Id	File Name	Records	Warnings	Errors	Status
NAT00005	Submission to Managing Agent	1	0	1	Error
NAT00010	Training Organisation	44	0	3	Error
NAT00020	Training Organisation Delivery Location	42	0	7	Error
NAT00030	Program	55	0	7	Error
NAT00060	Subject	26	0	6	Error
NAT00080	Client	5	0	2	Error
NAT00085	Client Postal Details	9	0	7	Error
NAT00090	Disability	24	0	7	Error
NAT00100	Prior Educational Achievement	20	0	6	Error
NAT00120	Enrolment	19	0	0	Part validated
NAT00130	Program Completed	12	0	3	Error

Export Summary | Export Details | Remove Selected

3. To change or remove any preliminary checks, check or uncheck the box next to the applicable preliminary check and click **Validate** again. The Validate button will only be enabled if you make a change to the preliminary checks.

   If you wish to validate a different set of data files, click **Add Files** to begin the process of adding and uploading a new data file set.

   If you make a change to your Preliminary checks settings and navigate away from the collection processing screen before validating, a message will be displayed warning that changes to Preliminary Checks will not be saved. Changes to Preliminary Checks will be saved only after clicking the Validate button.

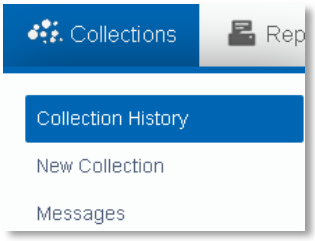
   Similarly, any error detail or summary reports you export after making a change to preliminary checks will only reflect the changes after validating with the new settings.

Note: Preliminary checks are for **internal use only.** Files validated with preliminary checks active are considered **Part-Validated**. Full validation must occur prior to sending data files to your STA or directly to NCVER for the national data collection.

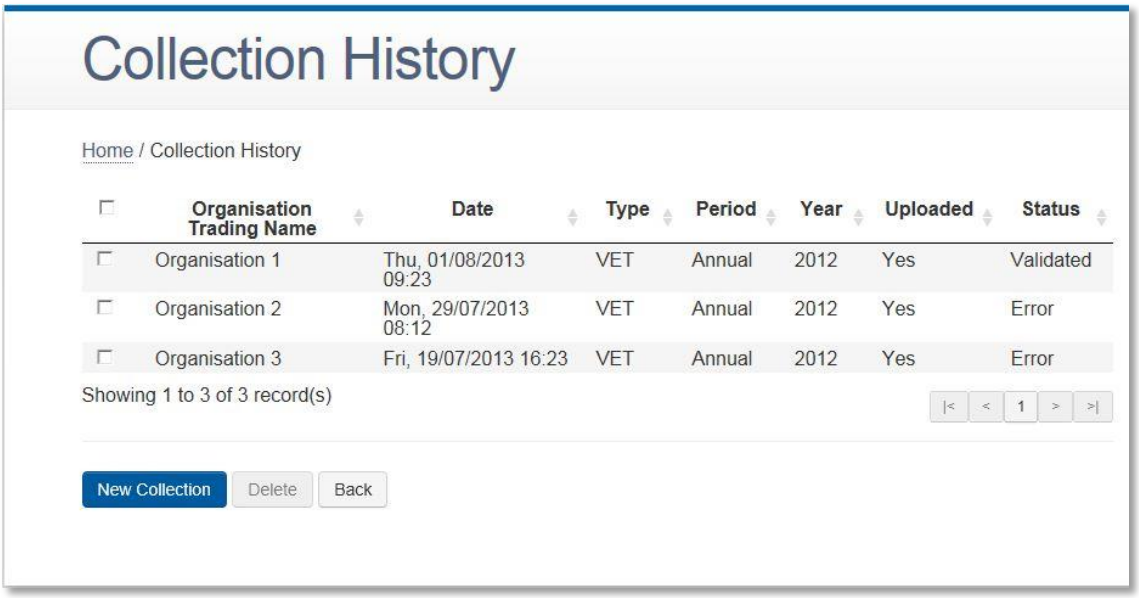
Re-validating data files

Once data file errors identified in a previous validation have been corrected you will be required to load the corrected data files to repeat the validation process.

1. Click on the **Collections** menu button and select **Collection History.**



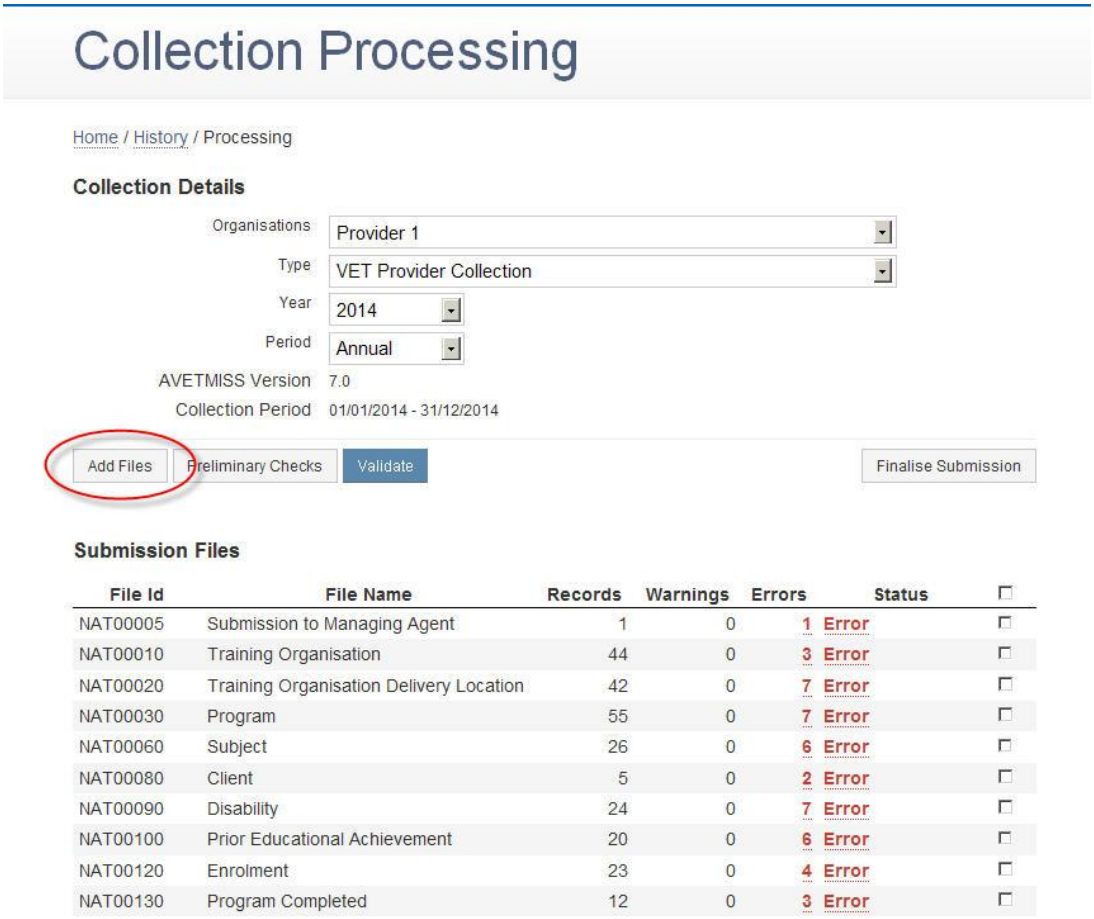
The Collection History screen is displayed and contains a list of your previous collections and their status.



2. Select the collection you wish to re-validate by clicking on the appropriate line in the Collection History screen.

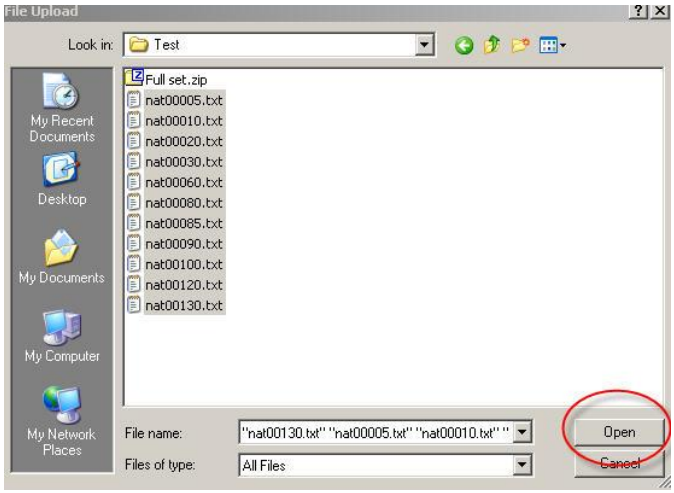
The **Collection Processing** screen is displayed with details of your previous validation that contained errors.

3. Click **Add Files**



4. Browse the directory for the folder in which your files are located. Select the corrected files you wish to add.

5. Click the **Open** button.



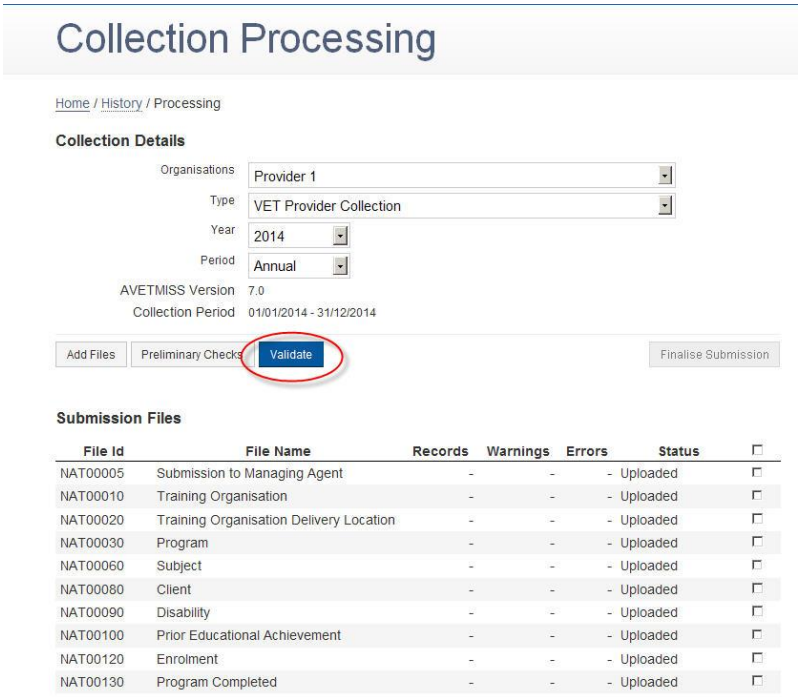
6. Click **Upload Files.** AVS will overwrite the old version of the files with the new files. The Status will be displayed as **Uploaded** for the new data files.

Submission Files

File Id	File Name	Records	Warnings	Errors	Status	
NAT00005	Submission to Managing Agent	-	-	-	Uploaded	
NAT00010	Training Organisation	-	-	-	Uploaded	
NAT00020	Training Organisation Delivery Location	-	-	-	Uploaded	
NAT00030	Program	-	-	-	Uploaded	
NAT00060	Subject	-	-	-	Uploaded	
NAT00080	Client	-	-	-	Uploaded	
NAT00090	Disability	-	-	-	Uploaded	
NAT00100	Prior Educational Achievement	-	-	-	Uploaded	
NAT00120	Enrolment	-	-	-	Uploaded	
NAT00130	Program Completed	-	-	-	Uploaded	

Files which are not replace will retain their original status of **Validated.**

7. When all the newly added files have the **Uploaded** status, click the **Validate** button.



Collection Processing

Home / History / Processing

Collection Details

Organisations: Provider 1
Type: VET Provider Collection
Year: 2014
Period: Annual
AVETMISS Version: 7.0
Collection Period: 01/01/2014 - 31/12/2014

Add Files | Preliminary Checks | Validate | Finalise Submission

Submission Files

File Id	File Name	Records	Warnings	Errors	Status	
NAT00005	Submission to Managing Agent	-	-	-	Uploaded	
NAT00010	Training Organisation	-	-	-	Uploaded	
NAT00020	Training Organisation Delivery Location	-	-	-	Uploaded	
NAT00030	Program	-	-	-	Uploaded	
NAT00060	Subject	-	-	-	Uploaded	
NAT00080	Client	-	-	-	Uploaded	
NAT00090	Disability	-	-	-	Uploaded	
NAT00100	Prior Educational Achievement	-	-	-	Uploaded	
NAT00120	Enrolment	-	-	-	Uploaded	
NAT00130	Program Completed	-	-	-	Uploaded	

Validation will begin on the all full set of NAT files. You will need to repeat this process until AVS shows a status of **Validated** against all files.

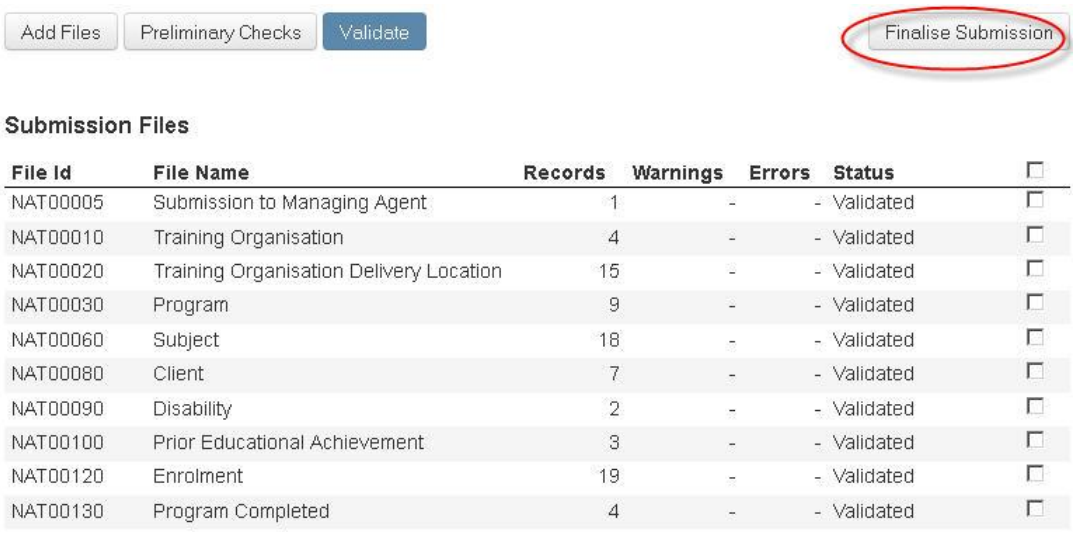
Finalise Submission – Export and Submit Data

Self registered organisations can use the Export function within the Finalise Submission screen to export collection data files (in zip format) to forward to their STA. Both Self registered and NCVER registered organisations can also use the export function to gain access to the auto-populated data that may have been added to the data files during the validation process (see section on auto-population of known data). You may export data files with or without errors; however data with errors may not be used to submit to a national collection.

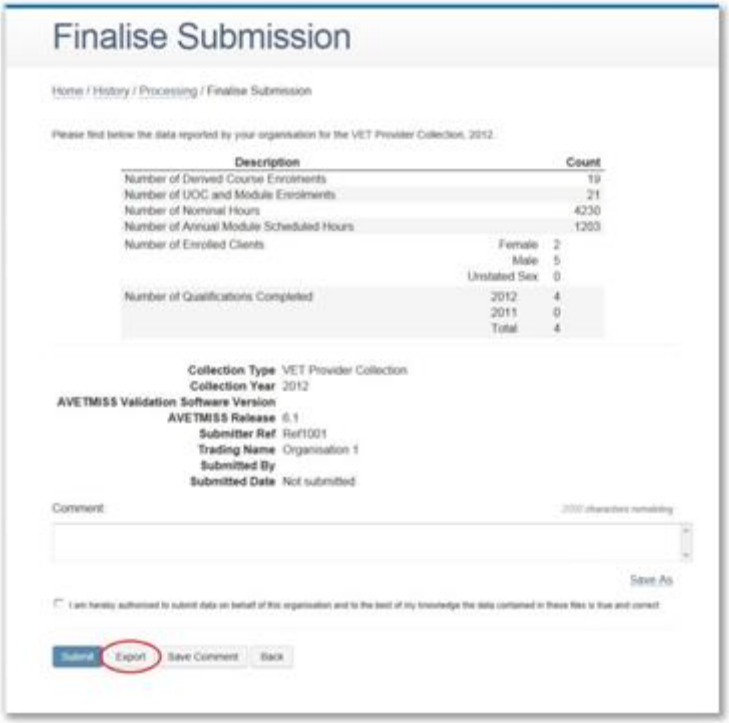
Organisations authorised to submit their data files directly to NCVER may do so within the Finalise Submission screen.

Exporting data files

1. After you have validated your data files click the **Finalise Submission** button in the Validation Processing screen.


Add Files
Preliminary Checks
Validate
Finalise Submission
Submission Files
File Id
File Name
Records
Warnings
Errors
Status
NAT00005 Submission to Managing Agent 1 - - Validated
NAT00010 Training Organisation 4 - - Validated
NAT00020 Training Organisation Delivery Location 15 - - Validated
NAT00030 Program 9 - - Validated
NAT00060 Subject 18 - - Validated
NAT00080 Client 7 - - Validated
NAT00090 Disability 2 - - Validated
NAT00100 Prior Educational Achievement 3 - - Validated
NAT00120 Enrolment 19 - - Validated
NAT00130 Program Completed 4 - - Validated

2. The Finalise Submission screen will be displayed. To export your data, click the **Export** button.



3. An Export Data Files dialogue box will appear. If you do **NOT** want client names visible within the exported file, click the check box, 'Export with encrypted client names'. (Your STA may require you to provide client names unencrypted. Please confirm with your STA as to their requirements.)

4. Click **Export**.

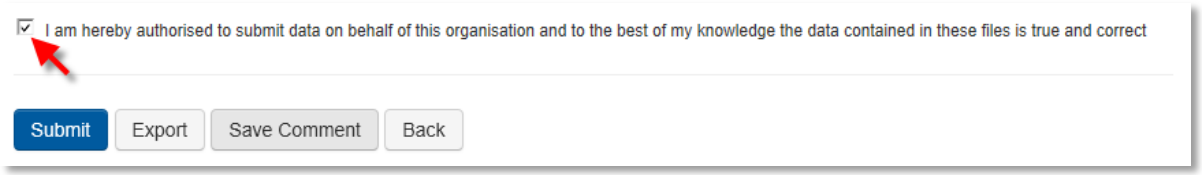
5. A dialogue box will be displayed (depending on your browser) allowing you to save or open the exported data files. Exported data files will be in zip format. You will require appropriate unzip software to view the exported files.

Submission and sign off

If your organisation is registered with NCVER as a Direct Submitter and you have been authorised to submit data by your Primary Contact or your Organisation Administrator, you will be able to submit your data files directly to NCVER using AVS.

1. After you have successfully validated your data files, click the **Finalise Submission** button in the Collection Processing screen.
2. The Finalise Submission screen will display a summary of the training activity for the specified collection period.
3. Click the check box that states 'I am hereby authorised to submit data on behalf of this organisation and to the best of my knowledge the data contained in these files is true and correct.' This will enable the Submit button.

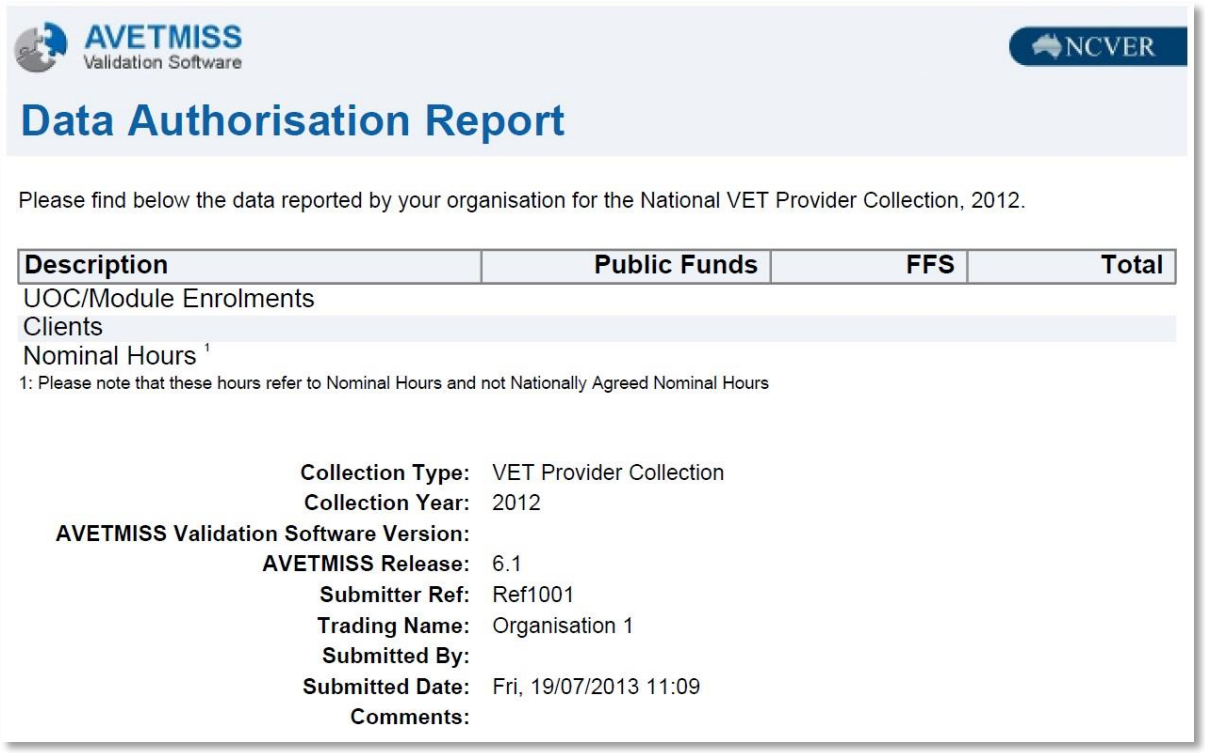
4. Click **Submit**. This will send your data files directly to NCVER. Student names will be automatically encrypted as part of the submission process.


I am hereby authorised to submit data on behalf of this organisation and to the best of my knowledge the data contained in these files is true and correct
Submit
Export
Save Comment
Back

Data Authorisation Report

You can produce a Data Authorisation Report by clicking on the Save As link in the Finalisation Submission screen. The PDF report will be generated and may be viewed immediately or saved. Your own comments may be saved in the report by entering your text directly into the comments field and clicking the Save Comment button prior to clicking Save As.

After clicking on the Submit button, you will be notified via email of the successful submission in the format selected in your User Settings.



AVETMISS Validation Software

NCVER

Data Authorisation Report

Please find below the data reported by your organisation for the National VET Provider Collection, 2012.

Description	Public Funds	FFS	Total
UOC/Module Enrolments			
Clients			
Nominal Hours [1]			

1: Please note that these hours refer to Nominal Hours and not Nationally Agreed Nominal Hours

Collection Type:	VET Provider Collection
Collection Year:	2012
AVETMISS Validation Software Version:	
AVETMISS Release:	6.1
Submitter Ref:	Ref1001
Trading Name:	Organisation 1
Submitted By:	
Submitted Date:	Fri, 19/07/2013 11:09
Comments:	

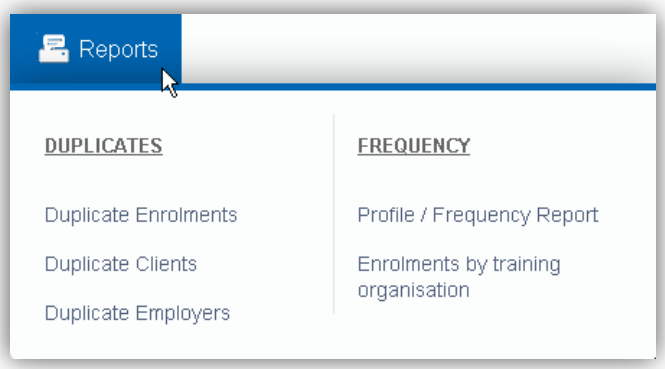
Reports

AVS produces a number of reports for your own use which can be generated on validated collections.

Overview of Reports

- Duplicate Enrolments report – **VET and VET in Schools collections**
    - **Context:** This report allows you to identify and analyse how many times a certain field is repeated in your organisation's Enrolment file. For example you may want to check whether a particular *Client identifier* and *Subject identifier* combination was repeated in your Enrolment file (NAT00120).
- Duplicate Clients report – **all collections**
    - **Context:** This report allows you to identify how many times a certain field is repeated in your organisation's Client file. For example you may want to check whether a particular *Client name* and *Date of birth* combination was repeated in your Client file (NAT00080).
- Duplicate Employers report – **Apprentice &Trainee collection.**
    - **Context:** This report allows you to identify how many times a certain field is repeated in your organisation's Training Contract Transaction file. For example you may want to check whether a particular *Employer identifier* and *Postcode* combination was repeated in your Training Contract Transaction File (APP00150).
- Data Profile/Frequency report – **all collections**
    - **Context:** Frequency reports show the proportion of missing values in your data.
- Enrolments by Training Organisation report-**VET collections** (this report can only be generated on error free collections)
    - **Context:** This report is primarily for state training authorities consolidating data for multiple RTOs into a single submission. It allows you to determine what percentage of your enrolment data is against each reported training organisation.

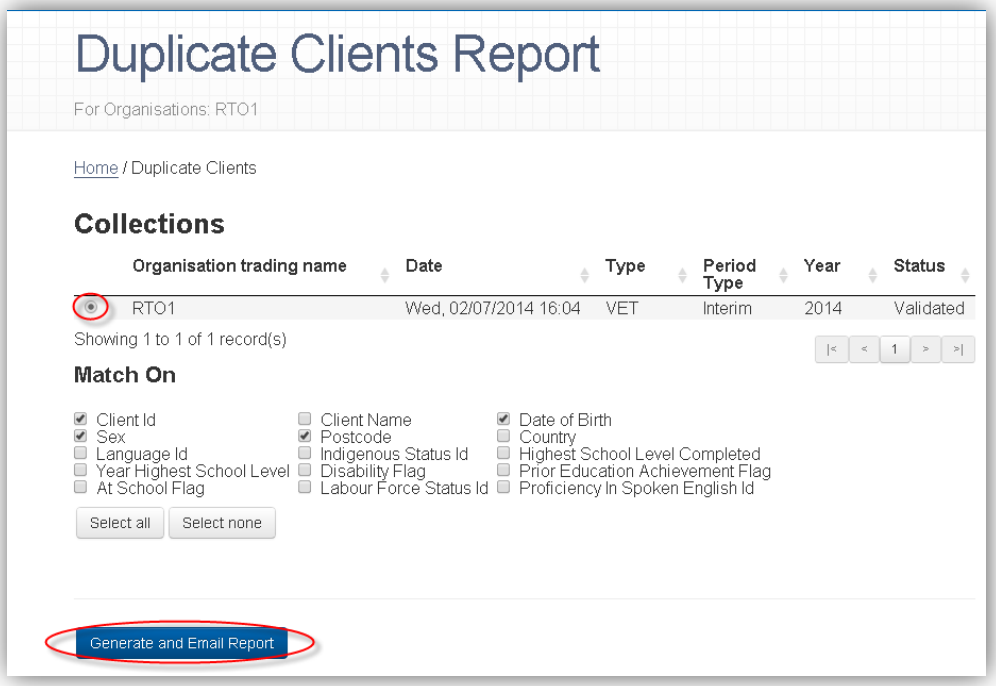
To access the reports click the **Reports** menu button from the AVS home page and select the required report type.



How to generate a Duplicate report

This process applies to all three duplicate reports

1. Select either the **Duplicate Enrolments, Duplicate Clients** or the **Duplicate Employers** report from the Reports menu - the selected Duplicate Report screen will be displayed.



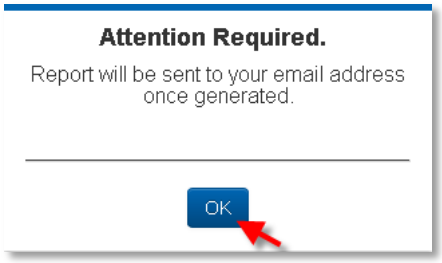
2. Select the submission that you wish to report on by clicking in the radio button next to the listed submission.

   A list of available matches will be displayed.

3. Select the fields you wish to match on by clicking the check box next to the each field. For example in the **Duplicate Enrolments** reports you may want to match on *Subject ID* and *Outcome ID National*. When generating the **Duplicate Clients** report you may want to match on *Sex* and *Year Highest School Level* and for the **Duplicate Employers** report you may want to match on *Postcode* and *Employers Legal Name*. Once you have selected the fields for the duplicate report you wish to generate click the **Generate and email report** button.

4. A dialog box will appear advising the report will be sent to your registered email address.

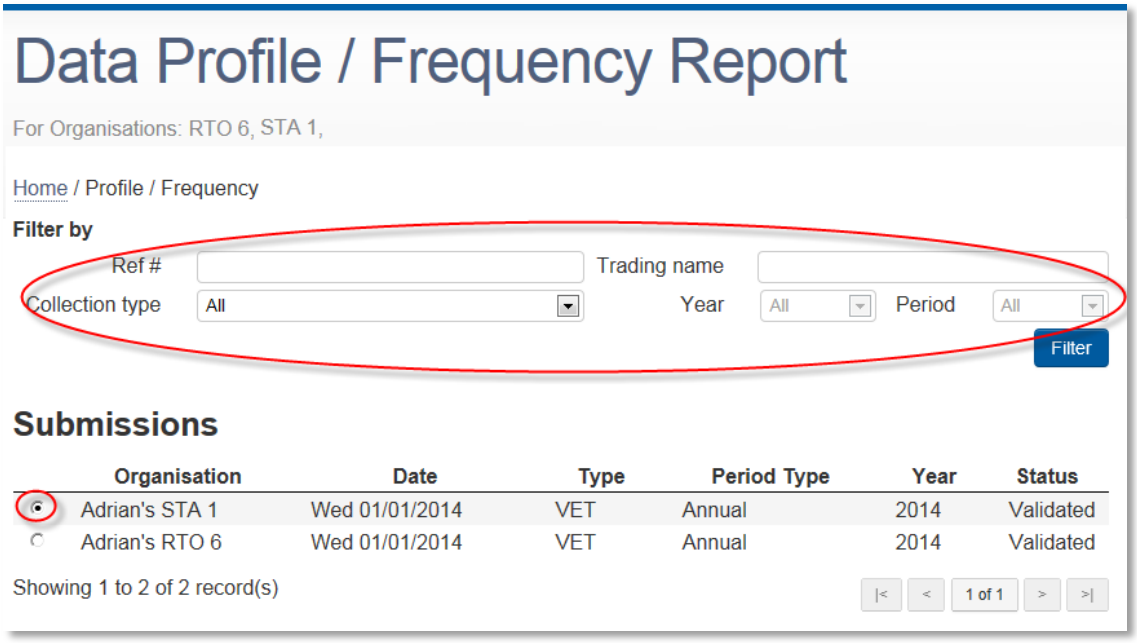
5. Click **OK**



6. AVS will send the Duplicate report to your registered email address as a PDF attachment.

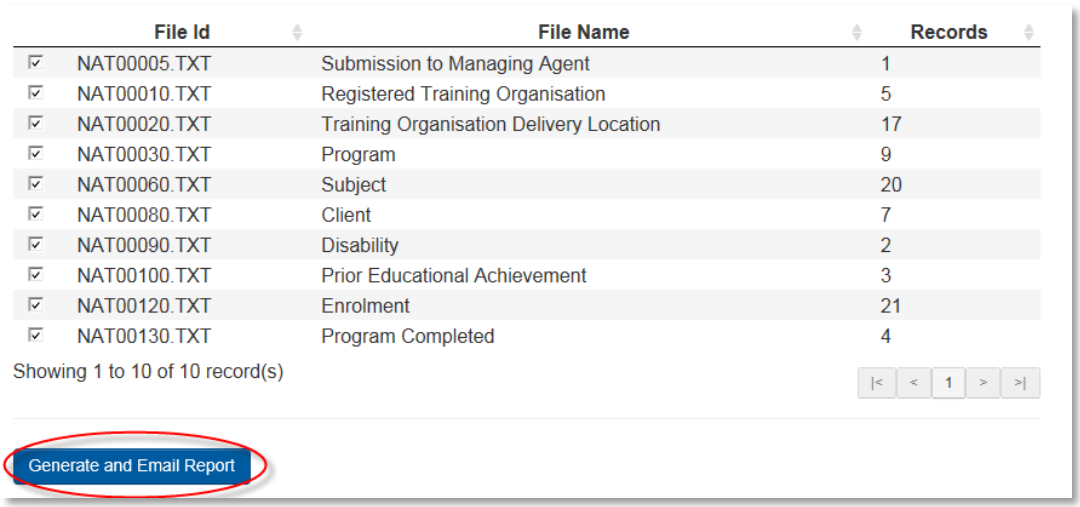
Data profile / frequency report

1. Select **Data Profile / Frequency Report** from the Reports menu - The Data Profile / Frequency Report page will be displayed:

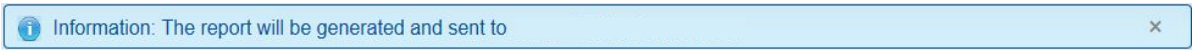


You can filter your submissions by collection type, year and period by using the drop down lists. Once selected, click the **Filter** button.

2. Select an organisation by clicking the relevant radio button and the list of AVETMISS files become visible.
3. Select or deselect the file reference as appropriate for your requirements.
4. Click **Generate and Email Report.**



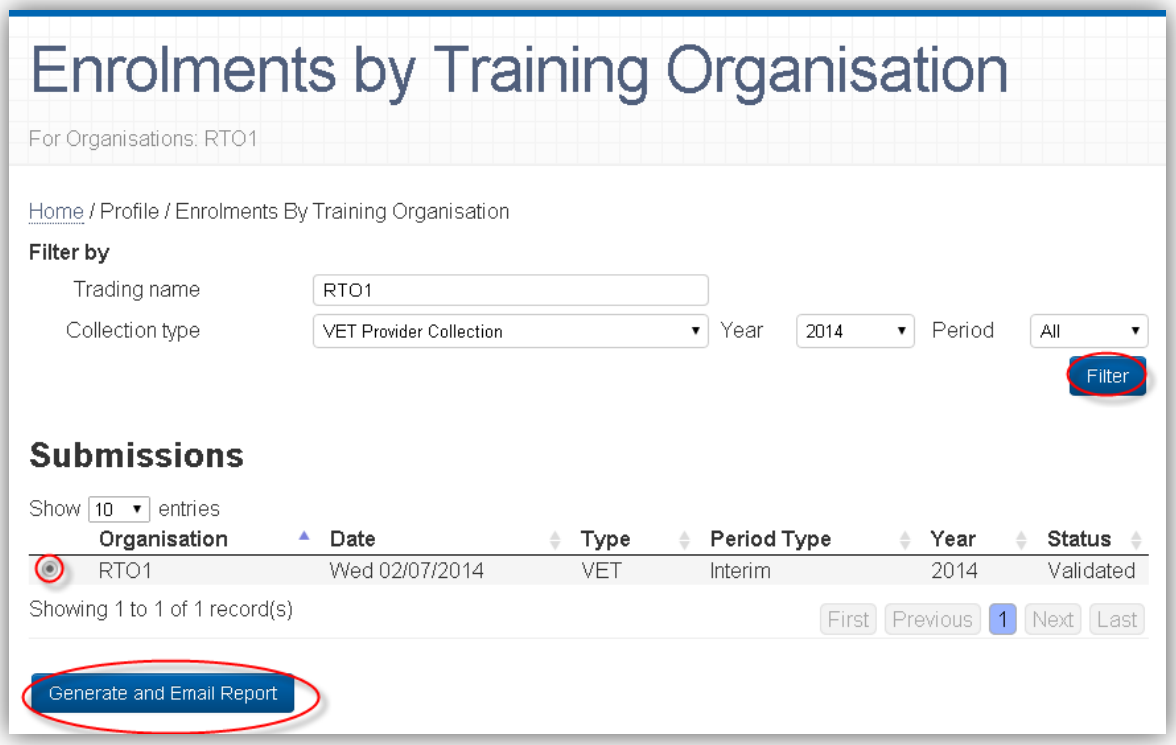
5. A message box will appear advising the report will be sent to your registred email address.Click **OK.**



6. AVS will send the **Frequency** report to your registered email address as a PDF attachment.

Enrolments by Training Organisation report (this report can only be generated on error free collections)

1. Select **Enrolments by Training Organisation** report from the Reports menu – Enrolments by

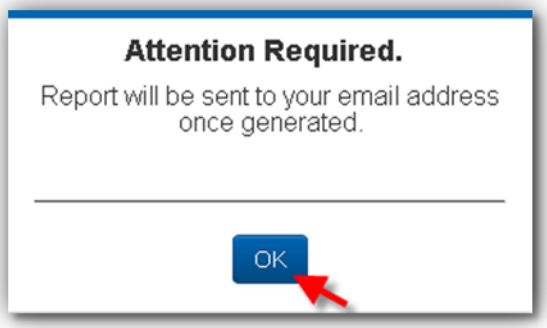


Training Organisation Report page will be displayed:

2. You can filter your results by selecting the Collection period, Year and Collection type for the Enrolments by Training Organisation report that you wish to generate.

3. Select the submission that you wish to report on by clicking the radio button next to the listed submission and then click the **Generate and email report** button.

4. A dialog box will appear advising the report will be sent to your registered email address.



5. Click **OK**

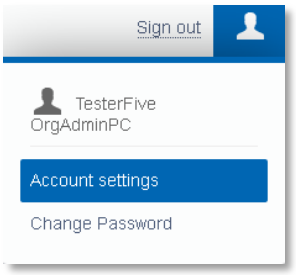
6. AVS will send the **Enrolments by Training Organisation** report to your registered email address as a PDF attachment

User Settings

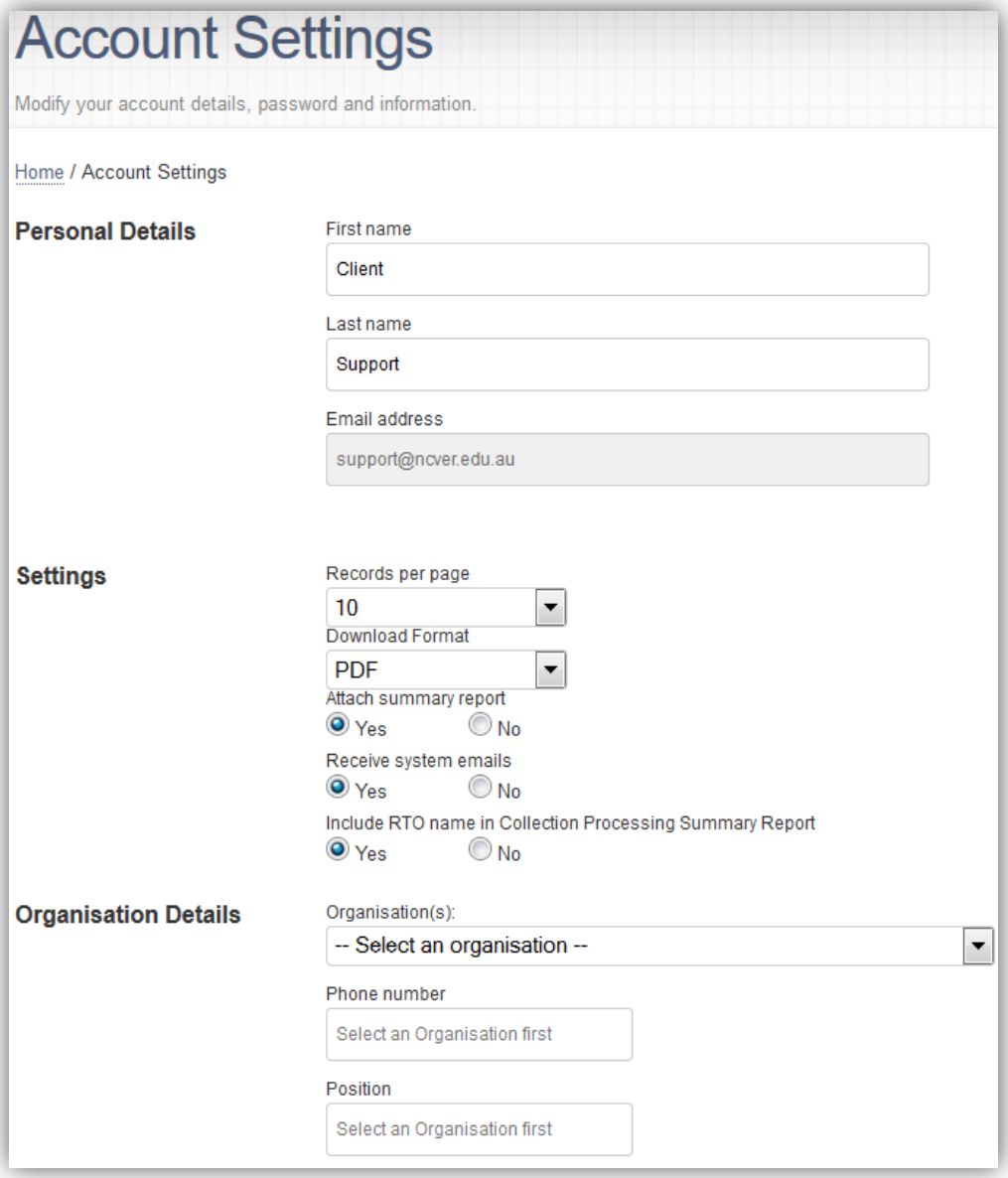
The user menu allows individual users to maintain their own AVS settings and to change their password.

Account settings

1. From the Home screen, click the **Users (**) menu button then select **Account Settings.**



The Account Settings screen will be displayed.



From the Account Settings page you can update:

Personal details

- first name
- last name

Settings

- **Records per page (10 to 100).** This changes the number of records per page that you view in any one screen within AVS
- **Download format (PDF or CSV)**. Reports may be saved in PDF or CSV formats. Select your preferred default format
- **Attach summary report (Yes/No)**. Selecting Yes will attach a report in your nominated format (CSV or PDF) to the email notifactions of your validations
- **Receive system emails (Yes/No).** Selecting 'Yes' will instruct AVS to send messages to your nominated email account. Messages will still be availailable within AVS within the Home menu. Selecting 'No'will instruct AVS to only display messages within AVS and will not send an email
- **Include RTO name in the Collection Processing Summary Report (Yes/No).** Selecting 'Yes' will instruct AVS to include your RTO's name as it appears in the NAT00010 file (ex: RTO1) at the end of file name when the Collection Summary Report is downloaded from AVS. The file name of the Collection Summary Report will read as follows: *CollectionSummaryReportRTO1*. Selecting 'No' will instruct AVS exclude your RTO's name from the end of the file name when the Collection Summary Report is downloaded from AVS. The Collection Summary Report file name will read as follows: *CollectionSummaryReport*. If you are reporting AVETMISS data through to your state training authority (STA) you will need to check with them as to whether they would like you include your RTO name in the file name of the Collection Summary Report or not.

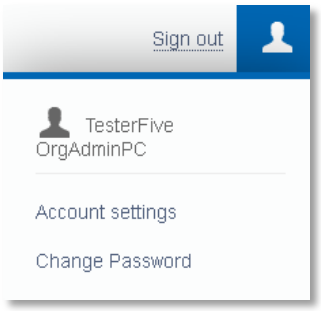
Organisation details

- **Organisations** - Select the organisation for which you are validating data for
- **Phone Number -** Your contact phone number
- **Position -** Your position within the selected organisation
- **Roles –** Your role within the selected organisation (read only)

Once you have completed updating your user settings, click the **Save** button

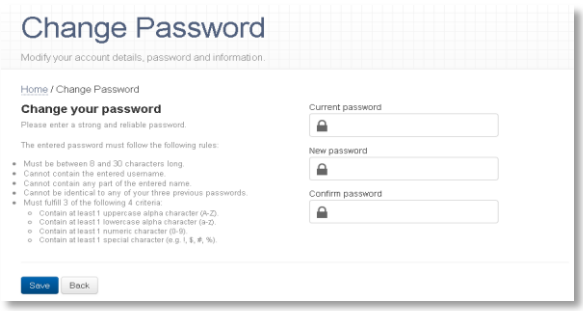
Change password

1. From the Home screen, click **Users** menu button then **Change Password.**



The **Change Password** screen will be displayed.

- Enter your current password in the **Current password** field
- Enter your new password in the **New password** field
- Enter your new password again in the **Confirm password** field
- Click **Save**


Change Password
Modify your account details, password and information.
Home / Change Password
Change your password
Please enter a strong and reliable password.
The entered password must follow the following rules:
Must be between 8 and 30 characters long.
Cannot contain the entered username.
Cannot contain any part of the entered name.
Cannot be identical to any of your three previous passwords.
Must fulfill 3 of the following 4 criteria:
Contain at least 1 uppercase alpha character (A-Z).
Contain at least 1 lowercase alpha character (a-z).
Contain at least 1 numeric character (0-9).
Contain at least 1 special character (e.g. !, $, #, %).
Current password
New password
Confirm password
Save
Back

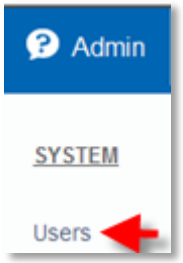
A confirmation pop-up screen advises you your password has been changed successfully.

Admin (where applicable)

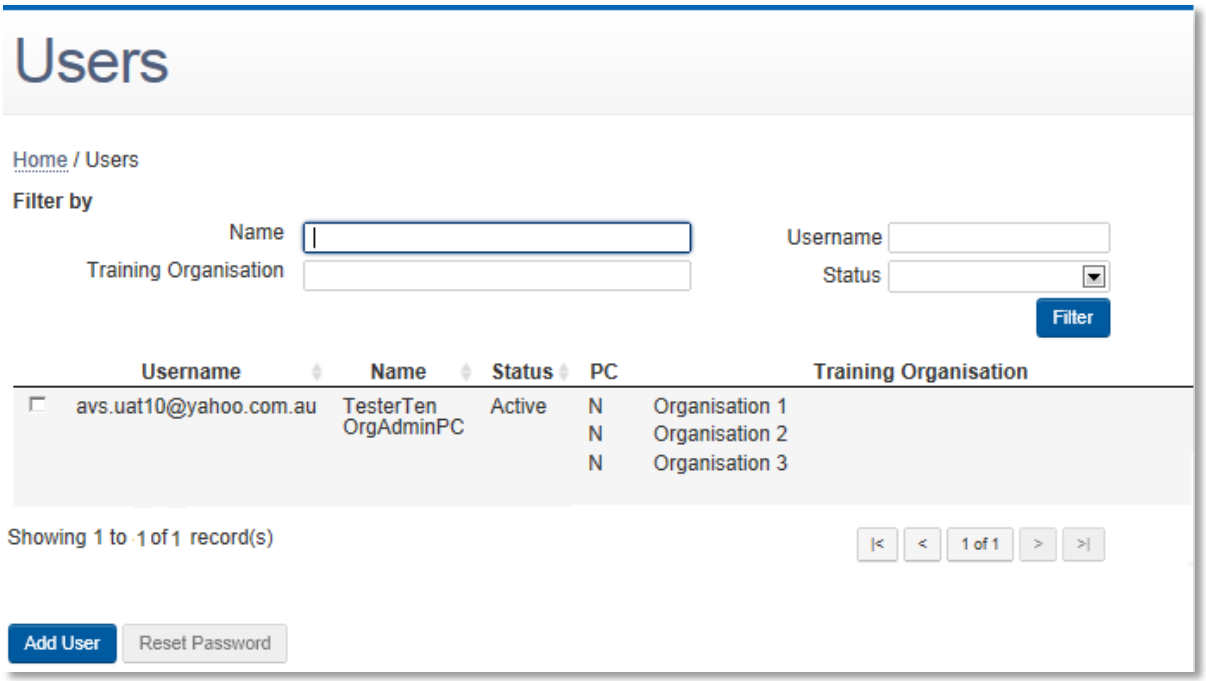
The Administration section of AVS (Admin) is only available to NCVER registered users with a role of Primary Contact or Organisation Administrator. Users with these roles can maintain user settings of other AVS users within your organisation.

Add user

1. From the Home screen, click **Admin** then **Users.**

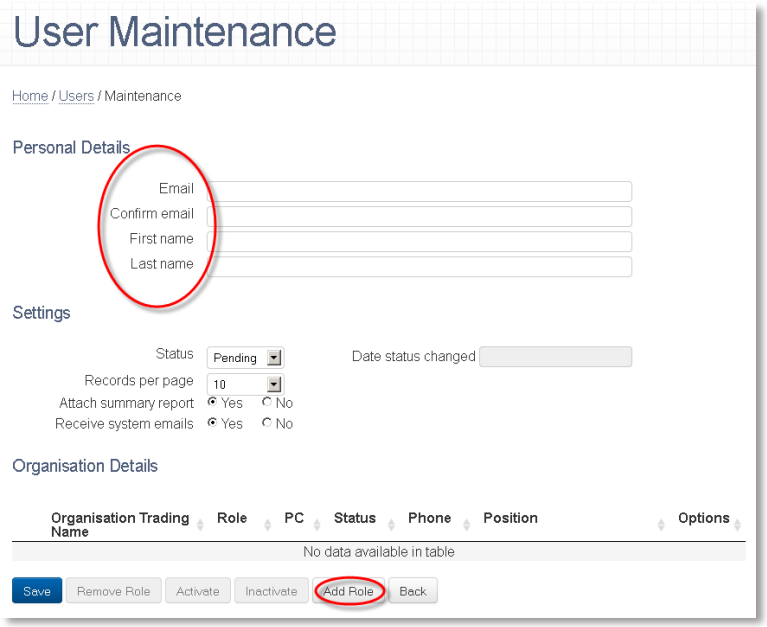


The **Users** screen will be displayed.



2. To add a user, click the **Add User** button.

The **User Maintenance** screen will be displayed.

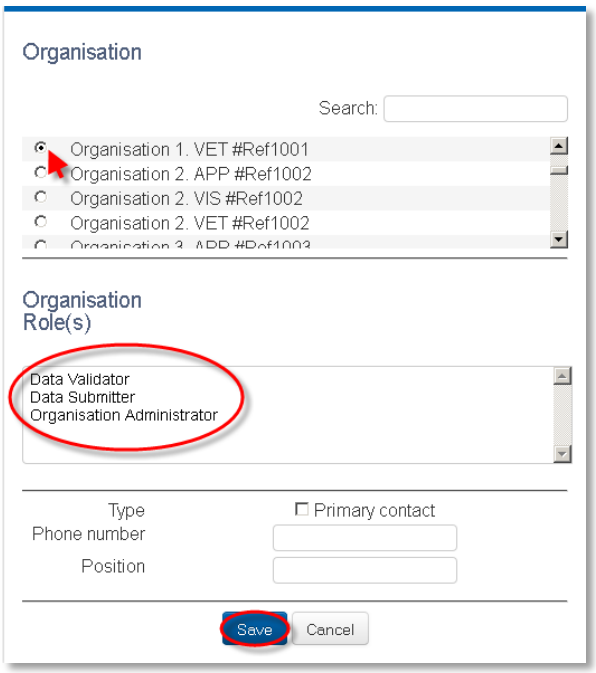


Enter the new user's:

- Email address into the **Email** field
- Email address into the **Confirm email** field
- First name into the **First Name** field
- Last name into the **Last Name** field

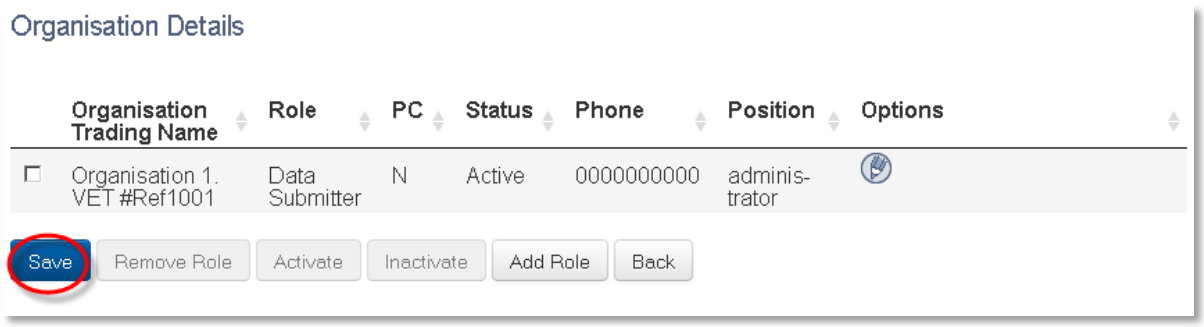
3. Click **Add role** button.

A pop up window will be displayed.



- Select your organisation by clicking on the radio button next to your organisation name
- Select the new user's role by clicking on the appropriate Organisation Role
- Enter the new user's Phone number and Position
- Click **Save**

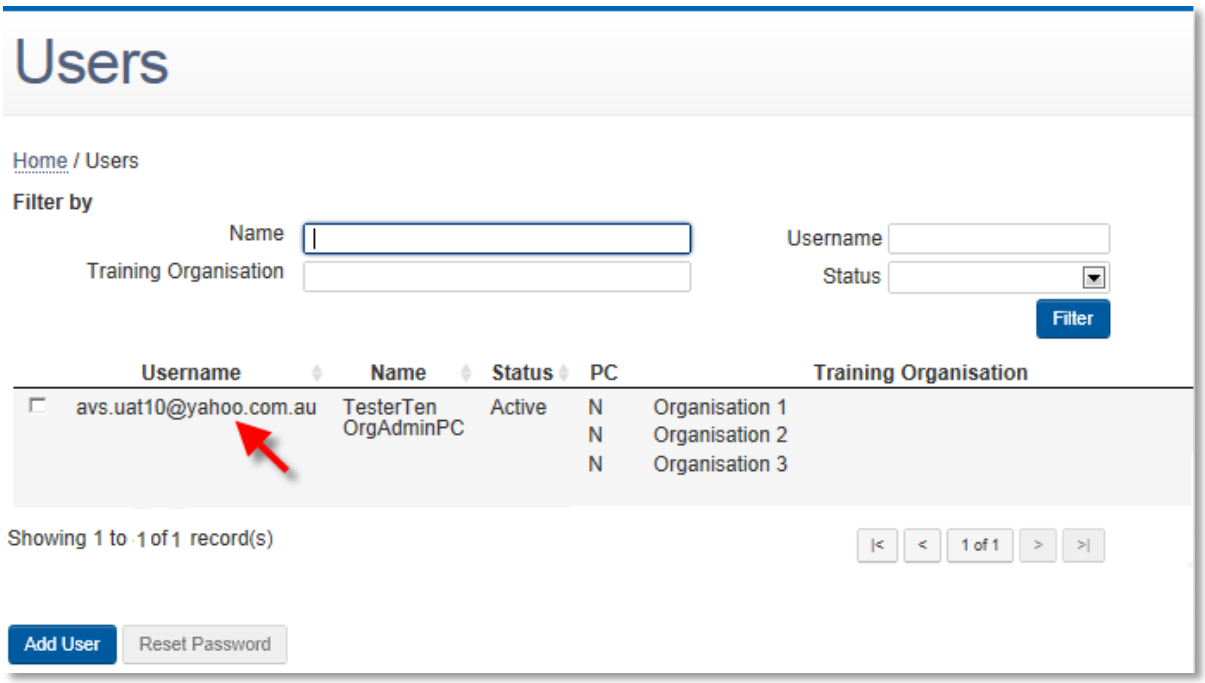
The new user is now visible in the User Maintenance screen. To save the new user, click **Save.**



Maintain users

1. From the Home screen, click **Admin** then **Users.**

The **Users** screen will be displayed.

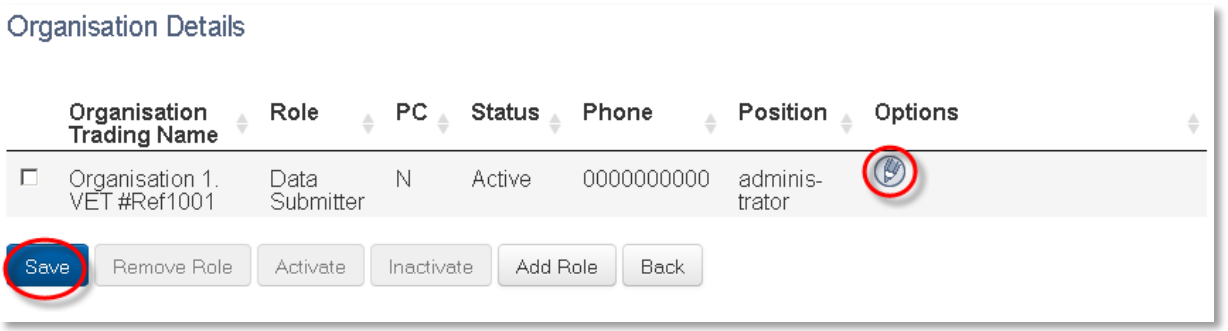


2. To edit user details, click anywhere on the line containing the user's current information.

The **User Maintenance** screen is displayed.

3. To update user's personal details and settings, enter the update information into the relevant fields and click **Save.**

4. If you wish to change a user's AVS role or phone details within a particular organisation, click on the pencil icon next to the appropriate organisation. A pop-up window is displayed.



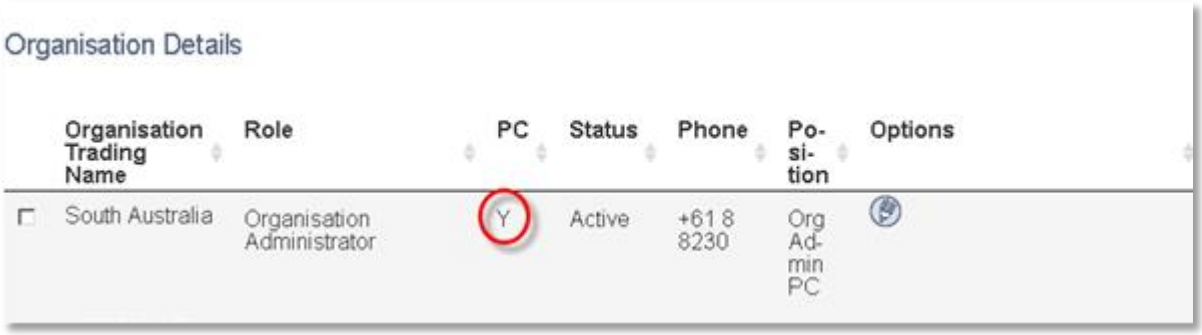
5. Select the user's new role, phone number and position (if appropriate) and click **Save.**

   Click Save again (in the User Maintenance screen) to complete the change.

Identifying the primary contact for your organisation

The Primary Contact or Organisation Administrator roles can view all users in your organisation.

The Primary Contact is identified within the Users screen. In the PC (Primary Contact) column a **Y** will be displayed if the selected user is the Primary Contact.

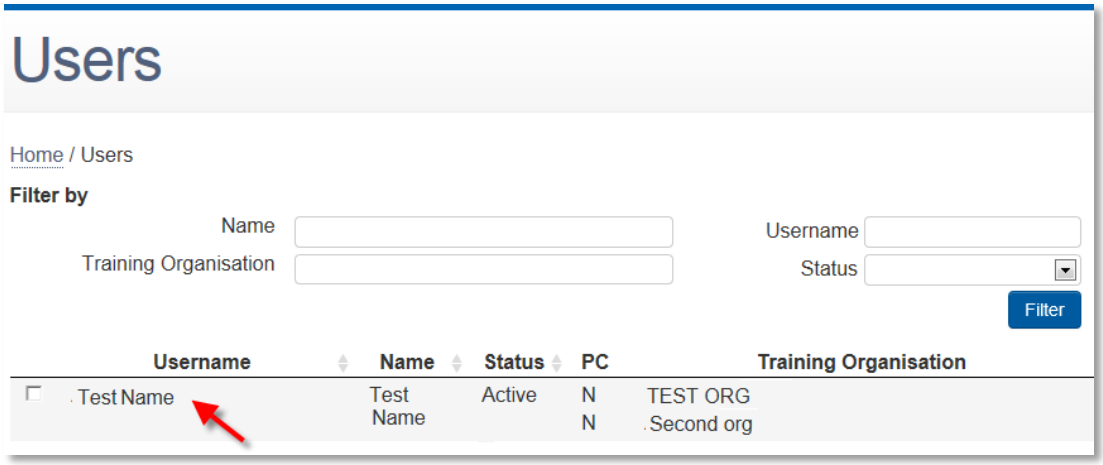


Changing the primary contact for your organisation

**** Only an organisation administrator can change the primary contact for your organisation.**

1. From the Home screen, click **Admin** then **Users**.

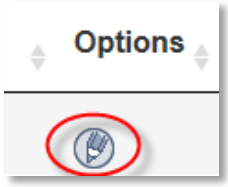
The **Users** screen will be displayed.



2. To select a new primary contact, click anywhere on the line containing the new primary contact's current information.

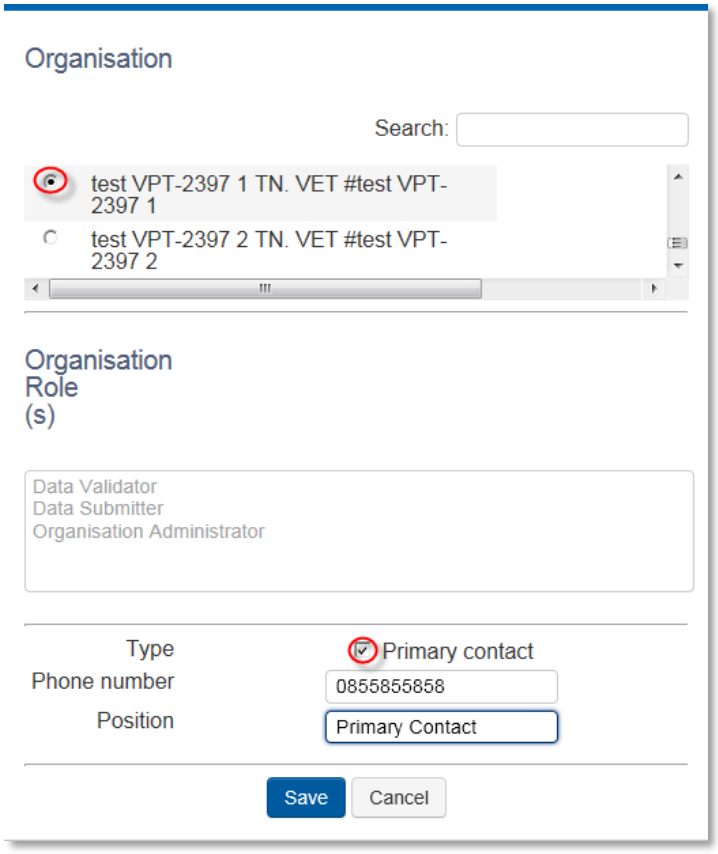
The **User Maintenance** screen is displayed.

Click on the edit (pencil) icon next to the appropriate organisation in the options column.

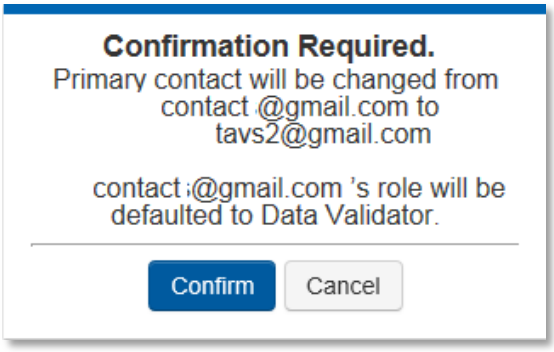


A pop-up window is displayed.

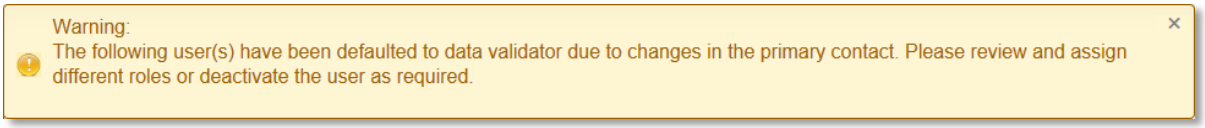
3. Select the Primary Contact checkbox. Enter the user's phone number and position.



Click **Save** - A pop up window will be displayed.


Confirmation Required.
Primary contact will be changed from contact @gmail.com to tavs2@gmail.com
contact @gmail.com 's role will be defaulted to Data Validator.
Confirm
Cancel

4. Click **Confirm** then **Save**. The following message is displayed.


Warning:
The following user(s) have been defaulted to data validator due to changes in the primary contact. Please review and assign different roles or deactivate the user as required.

5. The previous Primary contact's user role will default to that of Validator. If a different user role is required for that user (e.g. submitter) or if the user is to be deactivated, the Organisation administrator must make the required change via the maintain users function.

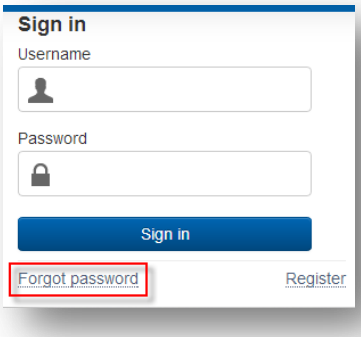
Section 4 - Troubleshooting

Other support documentation

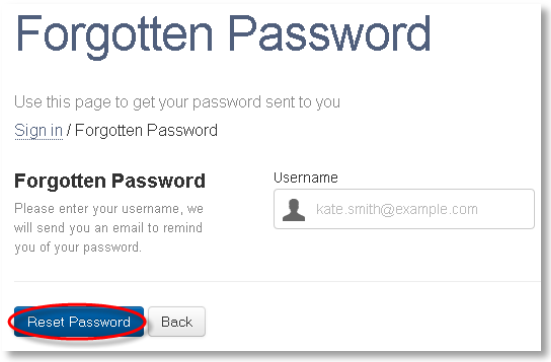
A Getting started checklist is available in the **Help** section of the AVS website.

Forgotten or incorrect password

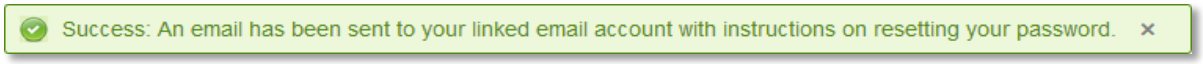
1. If you have forgotten your password go to the AVS Sign in page at http://avs.ncver.edu.au and click on the **Forgot password** link.



2. The Forgotten Password screen is displayed. Enter your Username and click the **Reset Password** button.


Forgotten Password
Use this page to get your password sent to you
Sign in / Forgotten Password
Forgotten Password
Please enter your username, we will send you an email to remind you of your password.
Username
kate.smith@example.com
Reset Password
Back

3. The message *'An email has been sent to your Username email address containing your new password'* is displayed. Your new temporary password will be sent to your email address.



4. Click the **Back** button. This will take you back to the Sign in screen.
5. Retrieve your new temporary password from your email account and Sign in. You will automatically be prompted to change your password. Refer to Sign in section of this User Guide.

Note: Passwords

Password must be between 8 and 20 alpha numeric characters long. You must use at least one alpha character and one number. No upper case characters are required but they can be used.

Why doesn't the error report I exported reflect the changes I made to preliminary checks?

Error summary and error details reports will only reflect the most recently saved state of your collection (i.e. your most recent validation). If you add, remove or make any changes to your preliminary checks settings, you must validate again to save the new settings.

If you make a change to preliminary checks and attempt to export a summary or detail report without validating again, a pop-up screen will advise that your changes will not be retained. Click 'Leave this page' to export your report without changes. Click **Stay on this page** to return to the Collection Processing screen where you can re-validate with your new settings.

Why does only part of my training organisation name export in the file name of my Collection Processing Summary Report?

Some Firefox users may find that when exporting their Collection Processing Summary Report, the file name only includes part of their training organisation name. This will occur specifically for RTOs whose training organisation name contains spaces.

RTOs who are experiencing this issue and who are required to have the full name of their training organisation within the file name of this report are recommended to switch to another supported web browser. AVS is also supported by Google Chrome and the latest version of Internet Explorer.